CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

312 South Mildred St
Ranson, WV 25438
www.ransonwv.gov

October 20, 2026 | 7:00 P.M. | Council Chamber

MEETING REGISTRATION:

https://ransonwv.gov/yourgovernment/agendas-and-minutes/

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Minutes - October 6, 2026
   Minutes October 6 2026.docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

1. Chief of Police Status Report
2. Public Works Status Report - September
   Sept 26 status report.pdf
3. Finance Department Status Report - September
   September 2026 AP Council Report.pdf
   September 2026 General Fund Budget Report.pdf
   September 2026 Capital Fund Budget Report.pdf
   Cash Balance 9-30-2026.pdf
4. Community Development Status Report - September
   September 2026 Communications & Social Media Report.pdf
   September 2026 CDD Report.pdf
5. Parks and Recreation Status Report - September
   Parks and Recreation Sept 2026 Directors Report.docx
6. Operations Director's Report - September
   September 2026 Communications & Social Media Report.pdf

7. Interim City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Consideration for Temporary use of Marcus Field for Toys for Tots storage

2. Consideration and Possible Approval of Correspondence Regarding Data Center Good Neighbor Guardrails to the Governor's Office
   Ranson_Good_Neighbor_Guardrails.pdf

3. Consideration of Two (2) Appointment to the Board of Zoning Appeals
   BZA_Opening.docx
   Joseph Alvini_Redacted.pdf
   City of Ranson ~ Pat Riley_Redacted.pdf 2.pdf
   David Gignilliat.pdf
   Mark Henderson_Redacted.pdf
   Makeda Williams Board Application_Redacted.pdf

4. Consideration for an Appointment to the Board of Building Commissioners - Term ending June 30, 2028
   City of Ranson Building Commission.docx
   Asher Rudolph.pdf
   David Gignilliat.pdf

5. Consideration of Three (3) Appointments to the Ranson Building Code Appeals Board.
   Building_Code_Appeals_Board.docx
   Makeda Williams Board Application_Redacted.pdf
   Joseph Alvini_Redacted.pdf
   City of Ranson ~ Pat Riley_Redacted.pdf 2.pdf
   David Gignilliat.pdf
   Mark Henderson_Redacted.pdf

6. 2026 - 05 First reading Ordinance Article VIII. Flood Plain Ordinace
   Fema.pdf
   2026 Floodplain ordinance - redlined .docx
   2026 Floodplain ordinance - clean copy final.docx

7. City Manager Hiring Procedures and Job Posting
   AIR 4, Draft Discussion 1.pdf
   AIR 4a, Draft Discussion 2.pdf
   AIR 4b, Draft Discussion 3.pdf

8. Discussion and Approval for implementation of Ordinance request process
   Ranson_Ordinance_Request_Process_Council_Deck_102026.pptx

9. Discussion of a Proposed Ordinance Amending the City of Ranson Code of Ordinances to Establish the Ranson Youth Advisory Committee (RYAC).
   2026-23.pdf
   Ranson Youth Advisory Committee - Other Requirements.docx

Ranson Youth Advisory Committee Application - Youth.docx
Ranson Youth Advisory Committee Ordinance.docx

10. Discussion of a Proposed Amendment to Chapter 2, Section 28 of the City of Ranson Code of Ordinances to Codify Public Comment Procedures for All City Council, Commission, and Board Meetings
    Public Comment Ordinance.docx

VIII. ADJOURNMENT

IX. INFORMATION ONLY

HEPMPO Public Survey
Intersection Survey Graphic.png

AGENDA ITEM 1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: APPROVAL OF MINUTES

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Minutes - October 6, 2026

ATTACHMENTS:

Minutes October 6 2026.docx

CITY COUNCIL REGULAR MEETING
Minutes October 6, 2026

I. CALL TO ORDER

Kenneth Suits, Mayor	**Present**
Jaden Bound	**Present**
Andy Colandrea	**Present**
Stephanie Fagan	**Present**
Daniel Strickland	**Present**
Chris Tarvin	**Present**
Wesley Wildrick	**Present**

II. APPROVAL OF MINUTES

1. Minutes - September 15, 2026

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Daniel Strickland	**Yes**
Chris Tarvin	**Yes**
Wesley Wildrick	**Yes**

2. Minutes - Special Meeting September 22, 2026

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Daniel Strickland	**Yes**
Chris Tarvin	**Yes**
Wesley Wildrick	**Yes**

3. Minutes - Special Meeting September 25, 2026

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Daniel Strickland	**Yes**
Chris Tarvin	**Yes**
Wesley Wildrick	**Yes**

4. Minutes Special Meeting - September 30, 2026

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Daniel Strickland	**Yes**
Chris Tarvin	**Yes**
Wesley Wildrick	**Yes**

III. CITIZEN'S PRESENTATIONS/PETITIONS

April Dockeney addressed the Mayor and Council regarding safety concerns related to rock drilling and blasting at Shenandoah Springs neighborhood. She reported that her home's carbon monoxide (CO) detector recently registered a reading of 94% PPM in her basement. The fire department responded to her home, and a propane gas company inspected the gas lines and identified issues. Today, another neighbor's CO detector reportedly activated at a reading of 73% PPM, prompting the fire department to respond and investigate. It was stated that the drilling operations may be releasing significant amounts of carbon monoxide and that the crew was moving to another area of the site. Ms. Dockeney expressed concern that these levels of carbon monoxide could pose serious health risks and potentially be life-threatening. She stated that homeowners were not notified of the potential CO hazards before blasting operations began and were not offered carbon monoxide monitors. She emphasized that she is not opposed to development but believes the City of Ranson must require developers to operate responsibly and ensure residents' safety. She requested that the City requires appropriate CO monitoring and establish clear safety measures and protocols that must be in place before any further blasting takes place.

Jehricca Feys, request was made for the installation of speed humps in the Shenandoah Springs neighborhood to address ongoing speeding concerns. An online petition supporting the request has received 181 signatures from the 265 homes in the neighborhood. Traffic data collected over a seven-day period recorded approximately 7,000 vehicles, of which 500 were observed speeding. These findings highlight residents' concerns about traffic safety and the need to consider traffic-calming measures to improve safety for neighborhood residents and pedestrians.

IV. CITY MANAGER/STAFF REPORTS

1. Police Chief Status Report
   Chief Cisar informed the Mayor and Council there will be three new officers attending the Police Academy in January 2027. Police Department will be present at the Ranson Civic Center for Monster Bash. Police department has received two traffic trailers.

V. COMMUNICATIONS FROM THE MAYOR

Mayor Ken Suits introduced Richard Rinehart as the city's new interim city manager. The City Council selected Rinehart to serve in the role for the next 90 days or until a permanent city manager is appointed.

Interim City Manager spoke to the council and informed them his focus right now is making sure nothing falls through the cracks. He will be meeting the department heads starting next week.

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

Councilor Daniel Strickland read a letter addressed to the mayor, City Council, and residents of Ranson, emphasizing the city's progress, the importance of unity, and the opportunities ahead as the community moves into a new chapter.

VII. COUNCIL BUSINESS

1. 2026-28 A Resolution of the city Council of Ranson, West Virginia Opposing the Valley Link North, Gore-Doubs-Goose Creek, and Mid Atlantic Resiliency Link (MARL) Transmission Line Projects

Katherine Kemmerling, a veteran and owner of a 70-acre farm in Charles Town, addressed the Mayor and Council regarding the proposed Valley Link North power line project. She expressed concern about the proposed transmission line crossing her property and extending through Jefferson County to provide power to Loudoun County, Virginia.

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Daniel Strickland	**Yes**
Chris Tarvin	**Second**
Wesley Wildrick	**Motion**

Move to make the motion for 2026-28 and not 2026-27

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Second**
Daniel Strickland	**Yes**
Chris Tarvin	**Yes**
Wesley Wildrick	**Motion**

2. Public Hearing - 2026-04 2nd Reading - An Ordinance Vacating, Abandoning, and Annulling Portions of the Fourth Avenue Right of Way and the Third Avenue Alley Right of Way

Mayor Ken Suits opened the meeting for public comments; there were no public comments. Mayor Suits closed the public hearing

3. Consideration - 2026-04 2nd Reading - An Ordinance Vacating, Abandoning, and Annulling Portions of the Fourth Avenue Right of Way and the Third Avenue Alley Right of Way

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Motion**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Daniel Strickland	**Yes**
Chris Tarvin	**Second**
Wesley Wildrick	**Yes**

4. Community Developer Director Leadership

Councilors were informed that the Community Development Director will also be responsible for overseeing zoning duties for the City of Ranson as part of her role. This change will expand her responsibilities to include zoning administration in addition to her existing community development duties.

5. 2026-26 Resolution for Consideration on amending the Civil Service rules and regulations for the Ranson Police Department.
Some of the Changes include age requirement, Promotional were only offered in July and January, now the department can test after a 30-day posting, psychological evaluations and Polygraph examinations to align with the state requirements the civil service will determine if they accept a test past five years. Council passed all the changes.

Councilor Fagan asks if these changes are in line with the state code. Chief replied Yes.

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Daniel Strickland	**Second**
Chris Tarvin	**Motion**
Wesley Wildrick	**Yes**

6. Approval Implementation of the Councilor Resource Page

The city has created a resource page where council members can submit requests and proposed ordinances, allowing staff to track submissions and monitor their progress. Any council action will take place during an open public meeting. Councilor Daniel Strickland requested a tracker showing items that have already been submitted to help prevent duplication. Councilor Bound suggested discussing proposed ordinances during a public meeting before submitting them through the portal.

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Motion**
Daniel Strickland	**Yes**
Chris Tarvin	**Yes**
Wesley Wildrick	**Second**

7. Consideration of Authorization for a special meeting on October 14, 2026 at 6:00 PM with the Jefferson County Commission regarding Residential growth.

Mayor Suits informed Council of a special meeting to which the Jefferson County Commissioners had invited local municipalities to discuss growth in Jefferson County. He asked whether any Council members wished to attend. Councilor Bound noted that the meeting could be beneficial but was unsure whether he would be able to attend. Councilor Fagan also expressed uncertainty about her attendance. Ultimately, Council declined the invitation.

8. Defining Process for hiring City Manager

The item was tabled until the next Council meeting on October 20, 2026, to allow Council members additional time to review the staff advertisement presented and suggest any additions or revisions. Jaden Bound ask if council would like to go to recess for 15 minutes to review, saying this is a high priority. Fagan said it would have to be reviewed and have to outline the process.

Colandrea informed the council that tonight was to be a defined process for hiring a city manager, October 20, 2026 amend the posting. In the past the personnel committee would filter out the ones that did not qualify. Applicants that were qualified were interviewed in two rounds. Fagan made a motion table until October 20, 2026.

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Motion**
Daniel Strickland	**Yes**
Chris Tarvin	**Yes**
Wesley Wildrick	**Second**

VIII. ADJOURNMENT

The meeting was adjourned at 8:07 PM. The motion to adjourn was made by Councilmember Christopher Tarvin and seconded by Councilmember Andy Colandrea the next Council meeting is scheduled for October 20, 2026, at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

_____
Ken Suits, Mayor

_____
Darla Armstrong, City Clerk

AGENDA ITEM 1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Chief of Police Status Report

Should there be any questions or concerns regarding the information provided, please contact Ranson Police Chief Cisar, for clarification or further assistance.

ATTACHMENTS:

AGENDA ITEM 2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Public Works Status Report - September

Should there be any questions or concerns regarding the data provided, please contact the Interim City Manager or Public Work Director for clarification or further assistance.

ATTACHMENTS:

Sept 26 status report.pdf

Work Order Summary List

Selected Date Range for Completion Dates:9/14/2026 - 10/13/2026 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
Status:	**Complete**						
6568	City Hall			6/9/2026	6/17/2026		$0.00
Medium	Mike Smith			100	9/17/2026		
General Maintenance				6/9/2026 12:25:48 AM	9/17/2026		
Monthly - Change filters on all HVAC units - Refer to PM schedule details.							
Mike Smith							
6763	PW EQUIPMENT			9/3/2026			$0.00
Medium	Robert Hawkins			13	9/16/2026		
				9/3/2026 1:26:55 PM	9/16/2026		
truck # 12 snow blade cutting edge needs replaced			Replaced edge on plow				
Robert Haw kins							
6776	PW VEHICLE			9/14/2026			$0.00
Medium	Robert Hawkins				9/14/2026		
				9/14/2026 1:40:56 PM	9/14/2026		
P.W # 2 2025 FORD F-150 NEEDS OIL CHANGED			Service complete at 2999. next service at 7999.				
Robert Haw kins							
6778	PW VEHICLE	2022 F350 Truck#1		9/15/2026			$0.00
Medium	Robert Hawkins			1	9/16/2026		
				9/15/2026 1:19:53 PM	9/16/2026		
Needs front brakes replaced and oil changed			Front pads and rotors replaced at 33000. oil change complete, next service at 38000				
Robert Haw kins							
6780	Streets			9/15/2026		9	$210.00
Medium	Tony Dix			10	9/25/2026		
				9/17/2026 7:38:35 AM	9/25/2026		
Please paint sign poles			painted 10 poles				
Randy Cook							
6781	Streets			9/17/2026		2	$55.00
Medium	Trevor Longerbeam			8	9/25/2026		
				9/17/2026 7:42:03 AM	9/25/2026		
Please reinstall repainted bench at circle Mildred ST			installed bench				
Randy Cook							
6783	City Hall			9/17/2026			$0.00
Medium	Keith Pierson			1	9/18/2026		
Plumbing				9/17/2026 8:27:41 AM	9/18/2026		
2nd Floor kitchen sink needs repaired please (spoke to Bill about it)			Replaced drain plugs and liquid draino				
Kim Haw kins							
6785	PW VEHICLE	TK#25 2005 FORD		9/17/2026			$0.00
Medium	Robert Hawkins			1	9/18/2026		
				9/17/2026 10:45:24 AM	9/18/2026		
service			Service complete at 39608.oil change, oil filter, fuel filters next service at 42608.				
Robert Haw kins							

Work Order Summary List

Selected Date Range for Completion Dates:9/14/2026 - 10/13/2026 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
6787	Public Works Building			9/18/2026			$0.00
Medium	Keith Pierson				9/18/2026		
				9/18/2026 2:18:40 PM	9/18/2026		
silicone around all new w indow s							
6788	Public Works Building			9/18/2026			$0.00
Medium	Keith Pierson				9/18/2026		
				9/18/2026 2:20:19 PM	9/18/2026		
Patch holes on side of building							
6789	Public Works Building			9/18/2026			$0.00
Medium					9/18/2026		
				9/18/2026 2:22:10 PM	9/18/2026		
Put foam blocking behind front metal trim							
6790	Public Works Building			9/18/2026			$0.00
Medium	Keith Pierson				9/18/2026		
				9/18/2026 2:23:33 PM	9/18/2026		
Put pvc brick mold on shop door							
6791	Public Works Building			9/18/2026			$0.00
Medium	Keith Pierson				9/18/2026		
				9/18/2026 2:25:09 PM	9/18/2026		
Dig stumps up beside building in preparation for generator							
6792	City Alley			9/18/2026			$0.00
Medium	Keith Pierson				9/18/2026		
				9/18/2026 2:27:10 PM	9/18/2026		
Cut tree in alley reyman betw een 5th and 6th							
6793	City Hall			9/18/2026			$0.00
Medium	Keith Pierson				9/18/2026		
				9/18/2026 2:28:38 PM	9/18/2026		
Fix stopped up sink on second floor kitchenette sink							
6805	PW VEHICLE	TK #4 FORD F-350		9/28/2026			$0.00
Medium	Robert Hawkins				9/28/2026		
				9/28/2026 1:57:46 PM	9/28/2026		
Battery w on't hold charge			Replaced battery with new one. old battery was still under warranty no charge				

Work Order Summary List

Selected Date Range for Completion Dates:9/14/2026 - 10/13/2026 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
6811	Civic Center	MAIN AREA		10/6/2026			$0.00
High	Keith Pierson			3	10/9/2026		
Ceilings				10/6/2026 9:48:02 AM	10/9/2026		
Could I have someone check over the ceiling for anything that may be a hazard. Had an aluminum strip fall off the ceiling.			inspected ceiling fixed brackets				
Timothy Michael							
6814	Civic Center			10/9/2026			$0.00
Medium	Keith Pierson				10/9/2026		
				10/9/2026 7:05:38 AM	10/9/2026		
leaky faucets in men restroom			replaced faucets with new ones and replaced supply lines				
6815	Streets			10/9/2026			$0.00
Medium	Keith Pierson				10/9/2026		
				10/9/2026 7:09:01 AM	10/9/2026		
Dug 2nd and reyman replaced rip rap			dug out old rip rap and put new				
6816	42 Trifecta			10/9/2026			$0.00
Medium	Keith Pierson				10/9/2026		
				10/9/2026 7:11:44 AM	10/9/2026		
organize furniture on police depo side			moved all furniture into electrical room				
6818	Streets			10/9/2026			$0.00
Medium	Keith Pierson				10/9/2026		
				10/9/2026 7:17:23 AM	10/9/2026		
cleaned storm channel of debris and brush			replaced rip rap and cleaned brush from mouth of channel				
6824	PW EQUIPMENT			10/9/2026			$0.00
Medium	Robert Hawkins			-2	10/7/2026		
				10/9/2026 7:24:38 AM	10/7/2026		
Install salt tank on flatbed truck			Installed tank and valves, wiring harness.				
6825	PW EQUIPMENT	NEW HOLLAND		10/9/2026			$0.00
Medium	Robert Hawkins				10/9/2026		
				10/9/2026 7:25:19 AM	10/9/2026		
Fix tire on tractor			tire replaced with new one. Installed in field.				
6826	Public Works Building			10/9/2026			$0.00
Medium	Keith Pierson				10/9/2026		
				10/9/2026 7:25:23 AM	10/9/2026		
dig for propane tank for genorator			dug hole installed tanks				

Work Order Summary List

City of Ranson

Selected Date Range for Completion Dates:9/14/2026 - 10/13/2026 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor	Total
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date	Hours	Costs
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
6827	PW VEHICLE	2021 Ford F350		10/9/2026			$0.00
Medium	Robert Hawkins			-1	10/8/2026		
				10/9/2026 7:26:11 AM	10/8/2026		
Battery w ont hold charge			Replaced battery, no charge battery was defective.				
6828	Public Works Building			10/9/2026			$0.00
Medium	Keith Pierson				10/9/2026		
				10/9/2026 7:27:05 AM	10/9/2026		
seed and straw beside shop building			seeded and strawed				
6829	PW VEHICLE	2024 Ford F350 Truck		10/9/2026			$0.00
Medium	Robert Hawkins				10/9/2026		
				10/9/2026 7:27:43 AM	10/9/2026		
Mud flap needs fixed broke off			welded mudflap bracket back on and fix mudflap				

Count: 27 Work Orders	**Avg. Age of WO's 5**	**Total for Complete**	**11**	**$265.00**
Count: 27 Work Orders	**Avg. Age of WO's 5**	**Grand Total**	11	$265.00

AGENDA ITEM 3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Finance

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Finance Department Status Report - September

Staff is providing the following items for your review:

- Accounts Payable Council Report for September 2026
- General Fund Budget Report through September 2026
- Capital Improvement Fund Budget Report through September 2026
- Cash Account Balances as of September 30, 2026

Should there be any questions or concerns regarding the data provided, please contact the Interim City Manager or Finance Director for clarification or further assistance.

ATTACHMENTS:

September 2026 AP Council Report.pdf
September 2026 General Fund Budget Report.pdf
September 2026 Capital Fund Budget Report.pdf
Cash Balance 9-30-2026.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AT&T MOBILITY II, LLC	9/17/26	PD CAR CAD MIFI8/6-9/5/26	GENERAL FUND	POLICE DEPARTMENT	281.25
				TOTAL:	281.25
10-42 TACTICAL LLC	9/10/26	PD HAWBAKER UNIFORM	GENERAL FUND	POLICE DEPARTMENT	114.00
	9/10/26	PD HAWBAKER UNIFORM	GENERAL FUND	POLICE DEPARTMENT	36.00
	9/10/26	PD HAWBAKER UNIFORM	GENERAL FUND	POLICE DEPARTMENT	108.00
	9/10/26	PD HAWBAKER UNIFORM	GENERAL FUND	POLICE DEPARTMENT	30.00
	9/10/26	PD HAWBAKER UNIFORM	GENERAL FUND	POLICE DEPARTMENT	109.98
	9/10/26	PD HAWBAKER UNIFORM	GENERAL FUND	POLICE DEPARTMENT	120.00
	9/10/26	PD HAWBAKER UNIFORM	GENERAL FUND	POLICE DEPARTMENT	80.00
	9/10/26	PD HAWBAKER UNIFORM	GENERAL FUND	POLICE DEPARTMENT	12.00
	9/10/26	PD HAWBAKER UNIFORM	GENERAL FUND	POLICE DEPARTMENT	16.00
	9/10/26	PD HAWBAKER UNIFORM	GENERAL FUND	POLICE DEPARTMENT	32.99
	9/10/26	PD HAWBAKER UNIFORM	GENERAL FUND	POLICE DEPARTMENT	32.40
	9/10/26	PD BABINOVA PANTS X2	GENERAL FUND	POLICE DEPARTMENT	171.00
	9/10/26	PD BABINOVA PANTS X2	GENERAL FUND	POLICE DEPARTMENT	9.99
				TOTAL:	872.36
7-ELEVEN	9/10/26	KICKBALL GAME FY27 ICE & W	GENERAL FUND	CITY ADMINISTRATION	13.77
	9/10/26	KICKBALL GAME FY27 ICE & W	GENERAL FUND	CITY ADMINISTRATION	13.98
	9/10/26	MICHAEL FUEL 8/15/26	PARKS & RECREATION	Parks & Recreation	64.00
				TOTAL:	91.75
84 LUMBER	9/10/26	PW OLD BLDG REPAIR MATERIA	GENERAL FUND	STREETS & TRANSPORT	1,326.78
	9/10/26	PW OLD BLDG REPAIR MATERIA	GENERAL FUND	STREETS & TRANSPORT	57.12
	9/10/26	PW OLD BLDG REPAIR MATERIA	GENERAL FUND	STREETS & TRANSPORT	4,411.55
	9/10/26	PW OLD BLDG REPAIR MATERIA	GENERAL FUND	STREETS & TRANSPORT	285.60
				TOTAL:	6,081.05
8X8, INC	9/09/26	PHONES AUG 26	GENERAL FUND	CITY HALL	507.36
				TOTAL:	507.36
ABC PEST CONTROL	9/30/26	PD PEST CONTROL SEP 26	GENERAL FUND	POLICE DEPARTMENT	30.00
				TOTAL:	30.00
AC&T CO INC	9/10/26	P&R PT CRANES LN 7/20/26	PARKS & RECREATION	Parks & Recreation	178.00
	9/10/26	P&R PT LANCE SLUSHER 7/20/	PARKS & RECREATION	Parks & Recreation	178.00
	9/10/26	P&R PT WEST END PARK 7/20/	PARKS & RECREATION	Parks & Recreation	178.00
				TOTAL:	534.00
ADVANCE AUTO PARTS	9/10/26	PW #14 FRONT STEERING PART	GENERAL FUND	STREETS & TRANSPORT	362.33
	9/10/26	PW #14 FRONT STEERING PART	GENERAL FUND	STREETS & TRANSPORT	65.20
	9/10/26	PW #4 FRONT END PARTS	GENERAL FUND	STREETS & TRANSPORT	237.39
	9/10/26	PW #4 FRONT END PARTS	GENERAL FUND	STREETS & TRANSPORT	65.20
	9/10/26	PW #35 FILTERS/OIL	GENERAL FUND	STREETS & TRANSPORT	11.25
	9/10/26	PW #35 FILTERS/OIL	GENERAL FUND	STREETS & TRANSPORT	54.91
	9/10/26	PW #35 FILTERS/OIL	GENERAL FUND	STREETS & TRANSPORT	108.45
	9/10/26	CVB #17 WIPER BLADES X2	PARKS & RECREATION	Parks & Recreation	20.08
				TOTAL:	924.81
AFLAC	9/09/26	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	61.50
	9/09/26	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	61.50
	9/09/26	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	587.08
	9/09/26	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	587.08
	9/09/26	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
	9/09/26	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	1,432.64
ALL ABOUT FABRIC	9/10/26	HAWBAKER HEM PANTS X1	GENERAL FUND	POLICE DEPARTMENT	96.30
				TOTAL:	96.30
ALL TRAFFIC SOLUTIONS	9/10/26	PD TRAFFIC TRAILER	CAPITAL IMPROVEMEN	PUBLIC SAFETY	18,893.70
				TOTAL:	18,893.70
AMA INNOVATIVE	9/10/26	RH PERS PURCHASE REIMBURSE	GENERAL FUND	STREETS & TRANSPORT	13.72
	9/10/26	PW OIL FILTER HOLDERS X2	GENERAL FUND	STREETS & TRANSPORT	57.22
				TOTAL:	70.94
AMAZON.COM	9/10/26	CH SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	6.40
	9/10/26	CH SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	9.69
	9/10/26	CH SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	18.59
	9/10/26	BADGE HLDRS/PLOTTER PAPER	GENERAL FUND	PLANNING & ZONING	166.00
	9/10/26	RAN ELEM BUS PRT OPEN HOUS	GENERAL FUND	CITY HALL	18.99
	9/10/26	RAN ELEM BUS PRT OPEN HOUS	GENERAL FUND	CITY HALL	37.99
	9/10/26	RAN ELEM BUS PRT OPEN HOUS	GENERAL FUND	CITY HALL	22.60
	9/10/26	CH SUPPLIES	GENERAL FUND	CITY HALL	146.97
	9/10/26	CH SUPPLIES	GENERAL FUND	CITY HALL	31.97
	9/10/26	CH SUPPLIES	GENERAL FUND	CITY HALL	5.03
	9/10/26	CH SUPPLIES	GENERAL FUND	CITY HALL	18.99
	9/10/26	CH SUPPLIES	GENERAL FUND	CITY HALL	5.85
	9/10/26	CH SUPPLIES	GENERAL FUND	CITY HALL	9.98
	9/10/26	CH SUPPLIES	GENERAL FUND	CITY HALL	28.36
	9/10/26	BADGE HLDRS/PLOTTER PAPER	GENERAL FUND	CITY HALL	9.69
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	25.99
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	29.99
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	39.98
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	58.13
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	299.95
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	29.90
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	39.98
	9/10/26	DH/AB ACDMY APPAREL	GENERAL FUND	POLICE DEPARTMENT	53.97
	9/10/26	DH/AB ACDMY APPAREL	GENERAL FUND	POLICE DEPARTMENT	16.92
	9/10/26	DH/AB ACDMY APPAREL	GENERAL FUND	POLICE DEPARTMENT	37.47
	9/10/26	DH/AB ACDMY APPAREL	GENERAL FUND	POLICE DEPARTMENT	45.20
	9/10/26	DH/AB ACDMY APPAREL	GENERAL FUND	POLICE DEPARTMENT	32.28
	9/10/26	DH/AB ACDMY APPAREL	GENERAL FUND	POLICE DEPARTMENT	12.95
	9/10/26	DH/AB ACDMY APPAREL	GENERAL FUND	POLICE DEPARTMENT	90.00
	9/10/26	DH/AB ACDMY APPAREL	GENERAL FUND	POLICE DEPARTMENT	92.25
	9/10/26	DH/AB ACDMY APPAREL	GENERAL FUND	POLICE DEPARTMENT	9.50
	9/10/26	PD BODY CAM MOUNTS X8	GENERAL FUND	POLICE DEPARTMENT	239.20
	9/10/26	PD OFFICE CHAIR X2	GENERAL FUND	POLICE DEPARTMENT	385.18
	9/10/26	PD OFFICE CHAIR X1	GENERAL FUND	POLICE DEPARTMENT	170.12
	9/10/26	PD ZEBRA PRINTER PAPER X10	GENERAL FUND	POLICE DEPARTMENT	218.13
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	18.87
	9/10/26	CVB OFFICE SUPPLIES	PARKS & RECREATION	Parks & Recreation	20.86
	9/10/26	CVB OFFICE SUPPLIES	PARKS & RECREATION	Parks & Recreation	22.99
	9/10/26	CVB OFFICE SUPPLIES	PARKS & RECREATION	Parks & Recreation	19.98
	9/10/26	CVB OFFICE SUPPLIES	PARKS & RECREATION	Parks & Recreation	4.99
	9/10/26	CVB OFFICE SUPPLIES	PARKS & RECREATION	Parks & Recreation	113.94
	9/10/26	CVB DESK FILE ORGNZR X1	PARKS & RECREATION	Parks & Recreation	17.99
				TOTAL:	2,683.81

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMERICAN PLANNING ASSOC	9/10/26	SW AICP MBRSHP FY27	GENERAL FUND	PLANNING & ZONING	187.00
				TOTAL:	187.00
ARDEN EQUIPMENT	9/10/26	PW STIHL PARTS/OIL	GENERAL FUND	STREETS & TRANSPORT	33.38
	9/10/26	PW STIHL PARTS/OIL	GENERAL FUND	STREETS & TRANSPORT	15.58
	9/10/26	PW STIHL PARTS/OIL	GENERAL FUND	STREETS & TRANSPORT	26.19
				TOTAL:	75.15
ATLANTIC MACHINERY INC	9/15/26	PW #9 DRAG ARM BRKT X2	GENERAL FUND	STREETS & TRANSPORT	333.88
				TOTAL:	333.88
AXON ENTERPRISE INC	9/03/26	5 YR PD EQUIP CONT. YR1	GENERAL FUND	POLICE DEPARTMENT	2,213.40
	9/03/26	5 YR PD EQUIP CONT. YR1	GENERAL FUND	POLICE DEPARTMENT	2,916.00
	9/03/26	5 YR PD EQUIP CONT. YR1	GENERAL FUND	POLICE DEPARTMENT	9,945.00
	9/03/26	5 YR PD EQUIP CONT. YR1	GENERAL FUND	POLICE DEPARTMENT	12,817.44
	9/03/26	5 YR PD EQUIP CONT. YR1	GENERAL FUND	POLICE DEPARTMENT	6,170.18-
	9/03/26	5 YR PD EQUIP CONT. YR1	CAPITAL IMPROVEMEN	PUBLIC SAFETY	5,784.60
	9/03/26	5 YR PD EQUIP CONT. YR1	CAPITAL IMPROVEMEN	PUBLIC SAFETY	6,005.52
	9/03/26	5 YR PD EQUIP CONT. YR1	CAPITAL IMPROVEMEN	PUBLIC SAFETY	15,286.32
				TOTAL:	48,798.10
BCN TELECOM INC	9/17/26	INTERNET SEP 26	GENERAL FUND	CITY HALL	537.22
	9/17/26	INTERNET SEP 26	GENERAL FUND	POLICE DEPARTMENT	265.95
	9/17/26	INTERNET SEP 26	GENERAL FUND	STREETS & TRANSPORT	265.95
	9/17/26	INTERNET SEP 26	PARKS & RECREATION	Parks & Recreation	265.95
	9/17/26	INTERNET SEP 26	PARKS & RECREATION	Parks & Recreation	265.95
				TOTAL:	1,601.02
BERKELEY CLUB BEVERAGES, INC	9/10/26	CH WATER X3 7/30/26	GENERAL FUND	CITY HALL	31.49
	9/10/26	PD WATER X2 7/30/26	GENERAL FUND	POLICE DEPARTMENT	23.99
				TOTAL:	55.48
BOSS CUSTOM PRODUCTS LLC	9/10/26	PD CHALNG/RECRUIT COINSX30	GENERAL FUND	POLICE DEPARTMENT	1,590.00
				TOTAL:	1,590.00
BP	9/10/26	CUSTER FUEL 8/4-26/26	GENERAL FUND	POLICE DEPARTMENT	401.33
	9/10/26	HOSBY-BROWN FUEL 8/2-18/26	GENERAL FUND	POLICE DEPARTMENT	270.25
	9/10/26	BABINOVA FUEL 8/18/26	GENERAL FUND	POLICE DEPARTMENT	43.31
	9/10/26	CISAR FUEL 8/3-27/26	GENERAL FUND	POLICE DEPARTMENT	294.82
	9/10/26	JEFFRIES FUEL 8/1-29/26	GENERAL FUND	POLICE DEPARTMENT	404.74
	9/10/26	MCBRIDE FUEL 7/31-8/27/26	GENERAL FUND	POLICE DEPARTMENT	361.14
	9/10/26	MEACHAM FUEL 8/29/26	GENERAL FUND	POLICE DEPARTMENT	82.41
	9/10/26	PORTNER FUEL 7/31-8/5/26	GENERAL FUND	POLICE DEPARTMENT	143.15
	9/10/26	WALKER FUEL 8/1-29/26	GENERAL FUND	POLICE DEPARTMENT	632.75
	9/10/26	WATSON FUEL 8/2-27/26	GENERAL FUND	POLICE DEPARTMENT	469.08
				TOTAL:	3,102.98
BREEZY HR INC	9/10/26	HR CONSULTING 8/20-9/20/26	GENERAL FUND	CITY ADMINISTRATION	189.00
				TOTAL:	189.00
BUREAU FOR CHILD SUPPORT ENFORCEMENT	9/11/26	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65
	9/25/26	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65
	9/25/26	# 826850	GENERAL FUND	NON-DEPARTMENTAL	32.99
				TOTAL:	740.29
BURR PARK LIBERTY	9/10/26	ARMSTRONG FUEL 8/7/26	GENERAL FUND	CITY ADMINISTRATION	54.77

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	54.77
CHARLES TOWN AUTO WASH	9/10/26	CC TRK WASH AFRIC PARADE 2	PARKS & RECREATION	Parks & Recreation	69.00
				TOTAL:	69.00
CHARLES TOWN LOCK & KEY	9/09/26	PD BLDG NEW LOCK&KEY	GENERAL FUND	POLICE DEPARTMENT	195.00
				TOTAL:	195.00
CHARLES TOWN UTILITIES GENERAL FUND	9/10/26	WATER 6/15-7/15/26	GENERAL FUND	CITY HALL	166.83
	9/10/26	WATER 6/15-7/15/26	GENERAL FUND	POLICE DEPARTMENT	56.16
	9/10/26	WATER 6/15-7/15/26	GENERAL FUND	STREETS & TRANSPORT	282.41
	9/10/26	WATER 6/15-7/15/26	GENERAL FUND	STREETS & TRANSPORT	56.16
	9/10/26	WATER 6/15-7/15/26	GENERAL FUND	STREET LIGHTS	56.16
	9/10/26	CVB WATER 6/15-7/15/26	PARKS & RECREATION	Parks & Recreation	56.16
	9/10/26	P&R WATER 6/15-7/15/26	PARKS & RECREATION	Parks & Recreation	252.12
	9/10/26	P&R WATER 6/15-7/15/26	PARKS & RECREATION	Parks & Recreation	56.16
	9/10/26	MF SEWER 6/30-7/30/26	PARKS & RECREATION	Parks & Recreation	30.48
				TOTAL:	1,012.64
CHATGPT SUBSCRIPTION	9/10/26	RINEHART OPEN AI SUB 8/26	GENERAL FUND	CITY ADMINISTRATION	21.40
				TOTAL:	21.40
CHRISTOPHER TARVIN	9/01/26	8/3-7/26 WVML CONF MILE R	GENERAL FUND	CITY COUNCIL	489.44
				TOTAL:	489.44
COLANDREA CORPORATION	9/30/26	PRMT APL 26-895 WITHDRAWN	GENERAL FUND	NON-DEPARTMENTAL	25.00
				TOTAL:	25.00
COMPTROLLER OF MARYLAND	9/30/26	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	420.66
	9/30/26	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	559.21
	9/30/26	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	336.10
	9/30/26	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	507.01
	9/30/26	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	507.01
	9/30/26	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	359.72
	9/30/26	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	434.50
				TOTAL:	3,124.21
CONSTANT CONTACT	9/10/26	EMAILS AUG 26	PARKS & RECREATION	Parks & Recreation	152.00
				TOTAL:	152.00
CORE & MAIN	9/10/26	PW YARD SEWER PIPES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	613.20
	9/10/26	PW YARD SEWER PIPES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	150.16
	9/10/26	PW YARD SEWER PIPES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	319.89
				TOTAL:	1,083.25
CORPORATION OF RANSON	9/01/26	FY2026 Q4 REIMB	CAPITAL IMPROVEMEN	NON-DEPARTMENTAL	107,215.85
				TOTAL:	107,215.85
CREAMERS TIRE & AUTO SERVICE CENTER	9/10/26	PD #26 BRAKE REPAIRS	GENERAL FUND	POLICE DEPARTMENT	299.76
	9/10/26	PD #26 BRAKE REPAIRS	GENERAL FUND	POLICE DEPARTMENT	545.68
	9/10/26	PD #26 BRAKE REPAIRS	GENERAL FUND	POLICE DEPARTMENT	220.50
	9/10/26	PD #4 WV ST INSPECTION	GENERAL FUND	POLICE DEPARTMENT	18.67
	9/10/26	PD #27 WV STATE INSPECTION	GENERAL FUND	POLICE DEPARTMENT	18.67
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	400.00
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	64.00
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	64.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	674.46
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	374.70
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	299.76
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	130.64
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	102.97
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	19.86
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	98.21
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	78.12
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	26.39
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	114.48
	9/10/26	PD #6 REPAIRS	GENERAL FUND	POLICE DEPARTMENT	143.38
	9/10/26	PD #1 WV STATE INSPECTION	GENERAL FUND	POLICE DEPARTMENT	18.67
				TOTAL:	3,712.92
DAVID L HOWELL	9/01/26	FY26 RANSON AUDIT 35%	GENERAL FUND	CITY HALL	3,900.00
				TOTAL:	3,900.00
DEPARTMENT OF TAX & REVENUE	9/25/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,196.00
	9/25/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,795.00
	9/25/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	62.00
				TOTAL:	9,053.00
DIRTY GIRL	9/01/26	CLEANING 7/31-8/23/26	GENERAL FUND	CITY HALL	1,200.00
	9/17/26	CLEANING 8/6-9/15/26	GENERAL FUND	CITY HALL	1,400.00
	9/01/26	CLEANING 7/31-8/23/26	GENERAL FUND	POLICE DEPARTMENT	525.00
	9/17/26	CLEANING 8/6-9/15/26	GENERAL FUND	POLICE DEPARTMENT	612.50
	9/01/26	CLEANING 7/31-8/23/26	GENERAL FUND	STREETS & TRANSPORT	900.00
	9/17/26	CLEANING 8/6-9/15/26	GENERAL FUND	STREETS & TRANSPORT	1,050.00
	9/01/26	CLEANING 7/31-8/23/26	PARKS & RECREATION	Parks & Recreation	700.00
	9/01/26	CLEANING 7/31-8/23/26	PARKS & RECREATION	Parks & Recreation	300.00
	9/01/26	CLEANING 7/31-8/23/26	PARKS & RECREATION	Parks & Recreation	600.00
	9/17/26	CLEANING 8/6-9/15/26	PARKS & RECREATION	Parks & Recreation	700.00
	9/17/26	CLEANING 8/6-9/15/26	PARKS & RECREATION	Parks & Recreation	300.00
	9/17/26	CLEANING 8/6-9/15/26	PARKS & RECREATION	Parks & Recreation	300.00
				TOTAL:	8,587.50
DOCUSIGN INC	9/10/26	RINEHART SUB 8/26	GENERAL FUND	CITY ADMINISTRATION	24.07
				TOTAL:	24.07
E.A.S. WINCHESTER PLLC	9/22/26	PD LYNCH FIT FOR DUTY EVA	GENERAL FUND	POLICE DEPARTMENT	3,000.00
	9/22/26	PD LYNCH FIT FOR DUTY EVA	GENERAL FUND	POLICE DEPARTMENT	1,000.00
	9/22/26	PD FUENTES PRE EMP EVAL	GENERAL FUND	POLICE DEPARTMENT	950.00
				TOTAL:	4,950.00
EAST MOUNTAIN HEALTH PHYSICIANS INC	9/10/26	PD NEW HIRE DS/PHYSICAL	GENERAL FUND	POLICE DEPARTMENT	52.00
	9/10/26	PD NEW HIRE DS/PHYSICAL	GENERAL FUND	POLICE DEPARTMENT	379.00
	9/10/26	PD PHYSICAL PAID TWICE REF	GENERAL FUND	POLICE DEPARTMENT	345.75-
				TOTAL:	85.25
EASTERN PANHANDLE REGIONAL PLANNING &	9/03/26	RT 9 PED BRDGE STUDY	GENERAL FUND	PLANNING & ZONING	44,550.00
				TOTAL:	44,550.00
EMBASSY SUITES	9/10/26	STRICKLAND WVML HTL 8/5-7/	GENERAL FUND	CITY COUNCIL	492.26
	9/10/26	WILDRICK WVML HTL 8/5-7/26	GENERAL FUND	CITY COUNCIL	492.26
	9/10/26	TARVIN WVML HTL 8/5-7/26	GENERAL FUND	CITY COUNCIL	492.26
	9/10/26	FAGAN WVML HTL 8/5-7/26	GENERAL FUND	CITY COUNCIL	492.26

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/10/26	ARMSTRONG WVML HTL 8/5-7/2	GENERAL FUND	CITY ADMINISTRATION	492.26
				TOTAL:	2,461.30
ENCOVA INSURANCE	9/17/26	FY27 WORKERS COMP	GENERAL FUND	CITY HALL	13,078.00
	9/17/26	FY27 WORKERS COMP	GENERAL FUND	CITY HALL	1,346.00-
				TOTAL:	11,732.00
ETS CORPORATION	9/02/26	AUG2026 MERCH FEES - MGO O	GENERAL FUND	CITY HALL	1,058.75
				TOTAL:	1,058.75
EXECUTIVE EMERGENCY LIGHTING LLC	9/10/26	PD #8 BATT ELMNTR/ADPT/CAB	GENERAL FUND	POLICE DEPARTMENT	180.46
	9/10/26	PD #8 BATT ELMNTR/ADPT/CAB	GENERAL FUND	POLICE DEPARTMENT	267.09
	9/10/26	PD #8 BATT ELMNTR/ADPT/CAB	GENERAL FUND	POLICE DEPARTMENT	43.30
	9/10/26	PD #8 BATT ELMNTR/ADPT/CAB	GENERAL FUND	POLICE DEPARTMENT	21.01
	9/10/26	PD NEW VEHICLE COMPONENTS	CAPITAL IMPROVEMEN	PUBLIC SAFETY	22,719.42
				TOTAL:	23,231.28
EXXON	9/10/26	BABINOVA FUEL 8/30/26	GENERAL FUND	POLICE DEPARTMENT	80.55
	9/10/26	HAWBAKER FUEL 8/23/26	GENERAL FUND	POLICE DEPARTMENT	98.00
				TOTAL:	178.55
FIRE-X SALES AND SERVICE	9/10/26	CC DISARM KITCHEN SYSTEM	PARKS & RECREATION	Parks & Recreation	222.87
				TOTAL:	222.87
FIRST CITIZEN BANK & TRUST CO	9/01/26	1&3 FLR COPY AUG 26	GENERAL FUND	CITY HALL	478.00
	9/03/26	P&Z COPIER LEASE AUG 26	GENERAL FUND	CITY HALL	247.00
				TOTAL:	725.00
FISHER AUTO PARTS INC	9/10/26	PW #5 BATTERY	GENERAL FUND	STREETS & TRANSPORT	163.95
				TOTAL:	163.95
FRONTIER	9/09/26	CH FAX LINE SEP 26	GENERAL FUND	CITY HALL	190.95
	9/17/26	CH ELEV SEP 26	GENERAL FUND	CITY HALL	123.17
	9/22/26	TRIFECTA ALARM SEP 26	GENERAL FUND	CITY HALL	232.82
	9/01/26	PD FX LINE AUG 26	GENERAL FUND	POLICE DEPARTMENT	244.78
	9/30/26	PD FAX LINE SEP 26	GENERAL FUND	POLICE DEPARTMENT	244.78
				TOTAL:	1,036.50
GLOBAL INDUSTRIAL	9/10/26	PW WELDING TABLE X1	GENERAL FUND	STREETS & TRANSPORT	1,464.78
				TOTAL:	1,464.78
GO-MART	9/10/26	BABINOVA FUEL 8/18/26	GENERAL FUND	POLICE DEPARTMENT	46.16
				TOTAL:	46.16
GOLDEN RULE CREATIONS	9/10/26	PD SHOULDER PATCHES X300	GENERAL FUND	POLICE DEPARTMENT	471.00
	9/10/26	PD SHOULDER PATCHES X300	GENERAL FUND	POLICE DEPARTMENT	25.80
				TOTAL:	496.80
HAMPTON INN	9/10/26	WILDRICK WVML HTL 8/4-5/26	GENERAL FUND	CITY COUNCIL	115.00
	9/10/26	TARVIN WVML HTL 8/4-5/26	GENERAL FUND	CITY COUNCIL	115.00
	9/10/26	FAGAN WVML HTL 8/4-5/26	GENERAL FUND	CITY COUNCIL	115.00
	9/10/26	STRICKLAND WVML HTL 8/4-5/	GENERAL FUND	CITY COUNCIL	115.00
	9/10/26	ARMSTRONG WVML HTL 8/4-5/2	GENERAL FUND	CITY ADMINISTRATION	115.00
				TOTAL:	575.00
HARBOR FREIGHT TOOLS	9/10/26	PD CLEANING SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	21.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/10/26	PD CLEANING SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	5.54
	9/10/26	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	5.49
	9/10/26	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	4.99
	9/10/26	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	19.99
	9/10/26	PW HOOK MAGNETS X5	GENERAL FUND	STREETS & TRANSPORT	39.95
				TOTAL:	97.95
HARPERS FERRY ARMORY, INC	9/15/26	PD GUN/MAG PURCHASE	GENERAL FUND	POLICE DEPARTMENT	11,000.00
	9/15/26	PD GUN/MAG PURCHASE	GENERAL FUND	POLICE DEPARTMENT	1,000.00
	9/15/26	PD GUN/MAG PURCHASE	GENERAL FUND	POLICE DEPARTMENT	11,000.00
	9/15/26	PD GUN/MAG PURCHASE	GENERAL FUND	POLICE DEPARTMENT	1,000.00
	9/15/26	PD GUN/MAG PURCHASE	GENERAL FUND	POLICE DEPARTMENT	8,069.00-
	9/15/26	PD GUN/MAG PURCHASE	GENERAL FUND	POLICE DEPARTMENT	4,000.00-
				TOTAL:	11,931.00
HDL COMPANIES	9/10/26	B&O COLLECTION AUG 26	GENERAL FUND	CITY HALL	84.95
				TOTAL:	84.95
HOBBY LOBBY	9/10/26	PIC FRME PROCLAMATION KELI	GENERAL FUND	MAYOR'S OFFICE	50.15
				TOTAL:	50.15
HOLIDAY EXPRESS MORGANTOWN WV	9/10/26	PD DH HOTEL ACDMY 8/17-18/	GENERAL FUND	POLICE DEPARTMENT	143.65
	9/10/26	PD DH HOTEL ACDMY 8/23-24/	GENERAL FUND	POLICE DEPARTMENT	148.96
	9/10/26	PD AB HOTEL ACDMY 8/23-24/	GENERAL FUND	POLICE DEPARTMENT	148.96
	9/10/26	PD AB HOTEL ACDMY 8/17-18/	GENERAL FUND	POLICE DEPARTMENT	143.65
				TOTAL:	585.22
HOME DEPOT	9/10/26	PW SPRAY PAINT X14	GENERAL FUND	STREETS & TRANSPORT	97.72
	9/10/26	PW CONCRETE X2	GENERAL FUND	STREETS & TRANSPORT	14.94
	9/10/26	PW CONCRETE X3	GENERAL FUND	STREETS & TRANSPORT	22.41
	9/10/26	PW BOLT ORGANIZER X1	GENERAL FUND	STREETS & TRANSPORT	5.98
	9/10/26	PW OUTDOOR TORCH	GENERAL FUND	STREETS & TRANSPORT	66.63
	9/10/26	PW ANCHORS/CARBIDE BIT	GENERAL FUND	STREETS & TRANSPORT	33.46
	9/10/26	PW ANCHORS/CARBIDE BIT	GENERAL FUND	STREETS & TRANSPORT	13.47
	9/10/26	PW CONCRETE/TRASHBAGS	GENERAL FUND	STREETS & TRANSPORT	7.47
	9/10/26	PW CONCRETE/TRASHBAGS	GENERAL FUND	STREETS & TRANSPORT	167.82
	9/10/26	PW SPRAY PAINT X4	GENERAL FUND	STREETS & TRANSPORT	23.92
	9/10/26	PW SPRAY PAINT X6	GENERAL FUND	STREETS & TRANSPORT	35.88
	9/10/26	PW BLACKTOP PATCH X3	GENERAL FUND	STREETS & TRANSPORT	71.91
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	11.48
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	32.94
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	29.97
	9/10/26	PW SAW BLADES X5	GENERAL FUND	STREETS & TRANSPORT	24.97
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	7.97
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	22.56
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	11.48
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	7.96
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	22.65
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	6.66
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	31.87
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	3.67
	9/10/26	PW HINGES X2/BOLT	GENERAL FUND	STREETS & TRANSPORT	4.57
	9/10/26	PW HINGES X2/BOLT	GENERAL FUND	STREETS & TRANSPORT	3.97
	9/10/26	PW 30 SECOND CLEANER X2	GENERAL FUND	STREETS & TRANSPORT	24.96
	9/10/26	PW SHOP CONCRETE NAILS X20	GENERAL FUND	STREETS & TRANSPORT	23.98
	9/10/26	PW SHOP CONCRETE NAILS X20	GENERAL FUND	STREETS & TRANSPORT	26.48

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/10/26	PW SHOP BLDG SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	89.20
	9/10/26	PW SHOP BLDG SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	32.35
	9/10/26	PW DOOR HINGES,KNOB,STRIKE	GENERAL FUND	STREETS & TRANSPORT	8.74
	9/10/26	PW DOOR HINGES,KNOB,STRIKE	GENERAL FUND	STREETS & TRANSPORT	1.96
	9/10/26	PW DOOR HINGES,KNOB,STRIKE	GENERAL FUND	STREETS & TRANSPORT	1.37
	9/10/26	PW BLDG FOAM/FLASHING	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	21.94
	9/10/26	PW BLDG FOAM/FLASHING	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	28.98
	9/10/26	PW BLDG FLASHING	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	9.78
	9/10/26	PW BLDG FLASHING	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	28.98
	9/10/26	PW BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	47.96
	9/10/26	PW BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	26.48
	9/10/26	PW BLDG PLYWOOD X2	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	52.13
	9/10/26	CC BOX FAN X1	PARKS & RECREATION	Parks & Recreation	19.99
				TOTAL:	1,229.61
HOME TEAM PEST DEFENSE	9/10/26	CH PEST CONTROL AUG 26	GENERAL FUND	CITY HALL	301.20
	9/10/26	PW PEST CONTROL AUG 26	GENERAL FUND	STREETS & TRANSPORT	87.30
				TOTAL:	388.50
INTERNAL REVENUE SERVICE	9/11/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	12,901.69
	9/25/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	13,869.36
	9/25/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	156.15
	9/11/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	8,335.69
	9/25/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	9,020.48
	9/25/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	140.78
	9/11/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,949.46
	9/25/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	2,109.61
	9/25/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	32.93
	9/25/26	Social Security Payable	GENERAL FUND	MAYOR'S OFFICE	62.00
	9/25/26	Medicare Payable	GENERAL FUND	MAYOR'S OFFICE	14.50
	9/25/26	Social Security Payable	GENERAL FUND	CITY COUNCIL	258.35
	9/25/26	Medicare Payable	GENERAL FUND	CITY COUNCIL	60.40
	9/11/26	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	1,129.55
	9/25/26	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	1,133.36
	9/11/26	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	264.17
	9/25/26	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	265.06
	9/25/26	Social Security Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	117.80
	9/25/26	Medicare Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	27.55
	9/11/26	Social Security Payable	GENERAL FUND	PLANNING & ZONING	933.37
	9/25/26	Social Security Payable	GENERAL FUND	PLANNING & ZONING	932.71
	9/11/26	Medicare Payable	GENERAL FUND	PLANNING & ZONING	218.29
	9/25/26	Medicare Payable	GENERAL FUND	PLANNING & ZONING	218.14
	9/11/26	Social Security Payable	GENERAL FUND	CITY HALL	702.20
	9/25/26	Social Security Payable	GENERAL FUND	CITY HALL	702.20
	9/11/26	Medicare Payable	GENERAL FUND	CITY HALL	164.23
	9/25/26	Medicare Payable	GENERAL FUND	CITY HALL	164.23
	9/11/26	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,893.76
	9/25/26	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	4,137.25
	9/25/26	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	140.78
	9/11/26	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	910.62
	9/25/26	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	967.58
	9/25/26	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	32.93
	9/11/26	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,676.81
	9/25/26	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,676.81
	9/11/26	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	392.15
	9/25/26	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	392.15

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	70,105.10
INTERNATIONAL CODE COUNCIL	9/10/26	KH ZNG INSPEC CERT/REINSTM	GENERAL FUND	PLANNING & ZONING	105.00
	9/10/26	KH ZNG INSPEC CERT/REINSTM	GENERAL FUND	PLANNING & ZONING	150.00
				TOTAL:	255.00
IVERITASNOW LLC	9/30/26	PD POLY X1 SEP 26	GENERAL FUND	POLICE DEPARTMENT	450.00
				TOTAL:	450.00
J&L ECONOHEAT	9/10/26	PW OIL FURNANCE SVC	GENERAL FUND	STREETS & TRANSPORT	1,506.64
				TOTAL:	1,506.64
JACQUELINE C SHADLE, COUNTY CLERK	9/09/26	P&Z DEED BK 8/4/26	GENERAL FUND	PLANNING & ZONING	1.50
				TOTAL:	1.50
JEFFERSON COUNTY CHAMBER OF COMMERCE,	9/10/26	DA LDRSHP JEFF TUTION	GENERAL FUND	CITY ADMINISTRATION	1,075.00
				TOTAL:	1,075.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	9/01/26	PD CAD/MOB 6/6-7/5/26	GENERAL FUND	POLICE DEPARTMENT	484.40
				TOTAL:	484.40
JEFFERSON COUNTY CVB	9/10/26	HOTEL TX COLLECT AUG 26	GENERAL FUND	INVALID DEPARTMENT	34,384.78
				TOTAL:	34,384.78
JEFFERSON PUBLISHING CO. INC	9/10/26	BLD CDE APLS BRD 3 OPNG 7	GENERAL FUND	PLANNING & ZONING	46.86
	9/10/26	ZONING APPEALS 2 BRD OPNG	GENERAL FUND	PLANNING & ZONING	40.30
	9/10/26	NPH PARKLAND COMM SEC 3 8/	GENERAL FUND	PLANNING & ZONING	41.94
	9/10/26	NPH HUNTWELL W PH3A 8/6/26	GENERAL FUND	PLANNING & ZONING	41.94
	9/10/26	P&R 2 BRD OPNGS 7/23/26	PARKS & RECREATION	Parks & Recreation	40.30
				TOTAL:	211.34
JEFFERSON RENTALS	9/10/26	PW WEEDEATER HEAD X2	GENERAL FUND	STREETS & TRANSPORT	67.98
				TOTAL:	67.98
JEFFERSON SECURITY BANK	9/11/26	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	560.00
	9/25/26	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	560.00
				TOTAL:	1,120.00
JOHN HANCOCK	9/11/26	457b payment	GENERAL FUND	NON-DEPARTMENTAL	9,520.15
	9/25/26	457b payment	GENERAL FUND	NON-DEPARTMENTAL	8,667.21
	9/11/26	SMITH 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	15.73
	9/25/26	SMITH 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	15.73
	9/11/26	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	518.69
	9/25/26	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	256.06
	9/11/26	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	363.97
	9/25/26	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	363.97
	9/11/26	401a Payment	GENERAL FUND	CITY ADMINISTRATION	878.30
	9/25/26	401a Payment	GENERAL FUND	CITY ADMINISTRATION	881.96
	9/11/26	457b payment	GENERAL FUND	CITY ADMINISTRATION	682.29
	9/25/26	457b payment	GENERAL FUND	CITY ADMINISTRATION	685.95
	9/11/26	401a Payment	GENERAL FUND	PLANNING & ZONING	723.01
	9/25/26	401a Payment	GENERAL FUND	PLANNING & ZONING	723.01
	9/11/26	457b payment	GENERAL FUND	PLANNING & ZONING	628.84
	9/25/26	457b payment	GENERAL FUND	PLANNING & ZONING	628.84
	9/11/26	401a Payment	GENERAL FUND	CITY HALL	539.32
	9/25/26	401a Payment	GENERAL FUND	CITY HALL	539.32

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/11/26	457b payment	GENERAL FUND	CITY HALL	539.32
	9/25/26	457b payment	GENERAL FUND	CITY HALL	539.32
	9/11/26	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,652.44
	9/25/26	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,686.59
	9/11/26	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,620.56
	9/25/26	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,686.59
	9/11/26	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,305.37
	9/25/26	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,305.37
	9/11/26	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,253.98
	9/25/26	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,253.98
				TOTAL:	43,475.87
JOHNSON & JOHNSON HEATING AND A/C	9/10/26	CC HVAC UNIT #1 REPAIRS 8/	PARKS & RECREATION	Parks & Recreation	719.18
	9/10/26	CC INSTALL 3PH SURGE PROTE	PARKS & RECREATION	Parks & Recreation	757.09
				TOTAL:	1,476.27
KIMBALL MIDWEST PAYEEZY CLOVER .COM	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	10.50
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	15.00
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	17.75
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	25.50
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	21.50
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	15.00
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	51.00
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	27.25
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	36.50
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	39.00
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	22.10
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	5.50
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	7.00
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	4.50
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	5.50
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	7.50
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	16.75
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	28.00
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	43.00
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	52.25
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	61.25
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	199.00
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	203.00
	9/10/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	53.04
	9/10/26	PW ASSORTMENT SHORTAGE	GENERAL FUND	STREETS & TRANSPORT	9.23-
				TOTAL:	958.16
KIMLEY - HORN AND ASSOCIATES INC.	9/09/26	FY27 GEN SVC AUG 26	GENERAL FUND	PLANNING & ZONING	10,009.17
				TOTAL:	10,009.17
KOHL'S	9/10/26	HAWBAKER ACDMY SWEATS X4	GENERAL FUND	POLICE DEPARTMENT	128.36
	9/10/26	BABINOVA ACDMY SWEATS X4	GENERAL FUND	POLICE DEPARTMENT	106.96
				TOTAL:	235.32
LINCOLN FINANCIAL GROUP	9/09/26	SEP LIFE INS,STD,LTD,PREMI	GENERAL FUND	NON-DEPARTMENTAL	346.46
	9/09/26	SEP LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY ADMINISTRATION	414.51
	9/09/26	SEP LIFE INS,STD,LTD,PREMI	GENERAL FUND	PLANNING & ZONING	374.71
	9/09/26	SEP LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY HALL	267.14
	9/09/26	SEP LIFE INS,STD,LTD,PREMI	GENERAL FUND	POLICE DEPARTMENT	1,256.04
	9/09/26	SEP LIFE INS,STD,LTD,PREMI	GENERAL FUND	STREETS & TRANSPORT	653.98

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/09/26	SEP LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	NON-DEPARTMENTAL	96.44
	9/09/26	SEP LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	Parks & Recreation	179.55
				TOTAL:	3,588.83
LOVELYPIXELS	9/10/26	ANNUAL MANAGED HOSTING	GENERAL FUND	CITY HALL	6,000.00
				TOTAL:	6,000.00
MANNS WOODWARD STUDIOS INC	9/22/26	PD FACILITY PLNG SEP 26	CAPITAL IMPROVEMEN	PUBLIC SAFETY	10,000.00
				TOTAL:	10,000.00
MARATHON PETRO	9/10/26	ARMSTRONG FUEL 8/5/26	GENERAL FUND	CITY ADMINISTRATION	31.01
	9/10/26	ARMSTRONG FUEL 8/4/26	GENERAL FUND	CITY ADMINISTRATION	45.13
				TOTAL:	76.14
MATTHEW W. ANDERSON, PE, PLLC	9/10/26	INSPECTIONS 8/3/26	GENERAL FUND	PLANNING & ZONING	500.00
	9/10/26	INSPECTION 8/10/26	GENERAL FUND	PLANNING & ZONING	500.00
	9/10/26	INSPECTION 8/21/26	GENERAL FUND	PLANNING & ZONING	500.00
				TOTAL:	1,500.00
MCKINNEY'S AUTO REPAIR & TOWING	9/10/26	PW #14 TIRE BAL/ALIGNMENT	GENERAL FUND	STREETS & TRANSPORT	100.00
	9/10/26	PW #14 TIRE BAL/ALIGNMENT	GENERAL FUND	STREETS & TRANSPORT	145.74
	9/10/26	PW #4 FRONT END ALIGNMENT	GENERAL FUND	STREETS & TRANSPORT	142.49
				TOTAL:	388.23
MCP INSPECTIONS	9/01/26	INSPECTIONS 8/3-14/26	GENERAL FUND	PLANNING & ZONING	3,000.00
	9/01/26	INSPECTIONS 8/3-14/26	GENERAL FUND	PLANNING & ZONING	3,200.00
	9/01/26	INSPECTIONS 8/17-28/26	GENERAL FUND	PLANNING & ZONING	2,050.00
	9/01/26	INSPECTIONS 8/17-28/26	GENERAL FUND	PLANNING & ZONING	2,950.00
	9/15/26	INSPECTIONS 8/31-9/11/26`	GENERAL FUND	PLANNING & ZONING	4,400.00
	9/15/26	INSPECTIONS 8/31-9/11/26`	GENERAL FUND	PLANNING & ZONING	2,550.00
				TOTAL:	18,150.00
METLIFE	9/01/26	SEP 2026 DENTAL INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	374.55
	9/01/26	SEP 2026 DENTAL INS PREMIU	GENERAL FUND	PLANNING & ZONING	133.67
	9/01/26	SEP 2026 DENTAL INS PREMIU	GENERAL FUND	CITY HALL	198.27
	9/01/26	SEP 2026 DENTAL INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	1,461.43
	9/01/26	SEP 2026 DENTAL INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	976.75
	9/01/26	SEP 2026 DENTAL INS PREMIU	PARKS & RECREATION	Parks & Recreation	101.37
				TOTAL:	3,246.04
MICHAEL S ROBERTS	9/30/26	HMP/PW BLDG SURVEYING	GENERAL FUND	STREETS & TRANSPORT	650.00
	9/30/26	HMP/PW BLDG SURVEYING	PARKS & RECREATION	Parks & Recreation	900.00
				TOTAL:	1,550.00
ORACLE ELEVATOR HOLDCO, INC	9/10/26	CH ELEV MAINT AUG 26	GENERAL FUND	CITY HALL	180.77
				TOTAL:	180.77
PAYMENTECH - MERCH FEES	9/02/26	AUG2026 TYLER CITY CC FEES	GENERAL FUND	CITY HALL	426.13
				TOTAL:	426.13
PEAC SOLUTIONS	9/03/26	PD COPY 8/20-9/19/26	GENERAL FUND	POLICE DEPARTMENT	397.00
	9/22/26	PD COPY 9/5-10/4/26	GENERAL FUND	POLICE DEPARTMENT	465.05
				TOTAL:	862.05
PEIA	9/09/26	SEP 2026 HEALTH INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	6,956.44
	9/09/26	SEP 2026 HEALTH INS PREMIU	GENERAL FUND	PLANNING & ZONING	3,588.90

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/09/26	SEP 2026 HEALTH INS PREMIU	GENERAL FUND	CITY HALL	4,595.92
	9/09/26	SEP 2026 HEALTH INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	26,796.60
	9/09/26	SEP 2026 HEALTH INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	16,716.80
	9/09/26	SEP 2026 HEALTH INS PREMIU	PARKS & RECREATION	NON-DEPARTMENTAL	21.80
	9/09/26	SEP 2026 HEALTH INS PREMIU	PARKS & RECREATION	Parks & Recreation	2,591.04
				TOTAL:	61,267.50
PITNEY BOWES PURCHASE POWER	9/22/26	POSTAGE SEP 26	GENERAL FUND	CITY HALL	502.25
				TOTAL:	502.25
POTOMAC EDISON	9/01/26	ELE AUG 26	GENERAL FUND	CITY HALL	1,147.36
	9/01/26	ELE AUG 26	GENERAL FUND	POLICE DEPARTMENT	587.62
	9/01/26	ELE AUG 26	GENERAL FUND	STREETS & TRANSPORT	400.62
	9/01/26	ELE AUG 26	GENERAL FUND	STREET LIGHTS	9,825.00
	9/01/26	ELE AUG 26	PARKS & RECREATION	Parks & Recreation	123.35
	9/01/26	ELE AUG 26	PARKS & RECREATION	Parks & Recreation	2,646.96
				TOTAL:	14,730.91
R&L LANDSCAPES, INC.	9/10/26	LANDSCAPE AUG 26	GENERAL FUND	POLICE DEPARTMENT	183.33
	9/10/26	LANDSCAPE AUG 26	GENERAL FUND	STREETS & TRANSPORT	9,679.04
	9/10/26	MF & PARKS LANDSCAPE AUG	PARKS & RECREATION	Parks & Recreation	1,999.90
	9/10/26	LANDSCAPE AUG 26	PARKS & RECREATION	Parks & Recreation	308.33
	9/10/26	LANDSCAPE AUG 26	PARKS & RECREATION	Parks & Recreation	125.00
				TOTAL:	12,295.60
RANSON POST OFFICE	9/10/26	MAIL P&R GRANT REIMBURSEME	PARKS & RECREATION	Parks & Recreation	18.05
				TOTAL:	18.05
RANSON TIRE SHOP/RTS TIRE&AUTO	9/10/26	CVB #17 TIRES X4/SENSOR X1	PARKS & RECREATION	Parks & Recreation	20.00
	9/10/26	CVB #17 TIRES X4/SENSOR X1	PARKS & RECREATION	Parks & Recreation	50.00
	9/10/26	CVB #17 TIRES X4/SENSOR X1	PARKS & RECREATION	Parks & Recreation	473.15
				TOTAL:	543.15
RICE TIRE CO	9/10/26	PD #17 TIRES X4	GENERAL FUND	POLICE DEPARTMENT	576.00
	9/10/26	PD #6 TIRES X4	GENERAL FUND	POLICE DEPARTMENT	704.00
				TOTAL:	1,280.00
RUGGED NOTEBOOKS	9/09/26	PD WINDOW NOTEBK X5	CAPITAL IMPROVEMEN	PUBLIC SAFETY	18,200.00
				TOTAL:	18,200.00
SAFFORD CHRYSLER JEEP DODGE	9/10/26	PD #25 EXT TRIM REPAIR	GENERAL FUND	POLICE DEPARTMENT	265.25
				TOTAL:	265.25
SCPDC	9/01/26	P&Z MY GOV AUG 26	GENERAL FUND	PLANNING & ZONING	540.42
				TOTAL:	540.42
SHADE EQUIPMENT	9/17/26	PW #12 PLOW EDGE/BOLTS	GENERAL FUND	STREETS & TRANSPORT	305.95
	9/17/26	PW #12 PLOW EDGE/BOLTS	GENERAL FUND	STREETS & TRANSPORT	28.95
				TOTAL:	334.90
SHEETZ	9/10/26	COULTER FUEL 8/12-27/26	GENERAL FUND	PLANNING & ZONING	105.96
	9/10/26	BABINOVA FUEL 8/30/26	GENERAL FUND	POLICE DEPARTMENT	78.85
	9/10/26	CISAR FUEL 8/20-24/26	GENERAL FUND	POLICE DEPARTMENT	127.04
	9/10/26	LUTMAN FUEL 8/11-21/26	GENERAL FUND	POLICE DEPARTMENT	110.82
	9/10/26	MEACHAM FUEL 8/27/26	GENERAL FUND	POLICE DEPARTMENT	69.50
	9/10/26	SZMIDT FUEL 8/7/26	GENERAL FUND	POLICE DEPARTMENT	62.75

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/10/26	HARDER FUEL 8/4-27/26	GENERAL FUND	STREETS & TRANSPORT	641.08
	9/10/26	COOK FUEL 8/13/26	GENERAL FUND	STREETS & TRANSPORT	32.92
	9/10/26	PIERSON FUEL 8/11/26	GENERAL FUND	STREETS & TRANSPORT	91.23
	9/10/26	SILVEOUS FUEL 8/28/26	GENERAL FUND	STREETS & TRANSPORT	120.76
				TOTAL:	1,440.91
SHERIFF OF JEFFERSON COUNTY	9/10/26	PROP TAXES-OAK LEE	GENERAL FUND	CITY HALL	145.83
				TOTAL:	145.83
SIRCHIE FINGER PRINT	9/10/26	PD EVIDENCE TAPE RED X1	GENERAL FUND	POLICE DEPARTMENT	10.58
				TOTAL:	10.58
SOUTHERN STATES	9/10/26	PW PROPANE	GENERAL FUND	STREETS & TRANSPORT	27.58
	9/10/26	AFRIC FEST PARD 26' STRAW	PARKS & RECREATION	TOURISM & EVENTS	52.50
				TOTAL:	80.08
STATION SQUARE GARAGE	9/10/26	DA WVML CONF PARKING 8/4/2	GENERAL FUND	CITY ADMINISTRATION	16.00
	9/10/26	DA WVML PARKING 8/5/26	GENERAL FUND	CITY ADMINISTRATION	16.00
	9/10/26	DA WVML PARKING 8/6/26	GENERAL FUND	CITY ADMINISTRATION	16.00
	9/10/26	DA WVML PARKING 8/5/26	GENERAL FUND	CITY ADMINISTRATION	5.00
				TOTAL:	53.00
SUNOCO	9/10/26	HOLLAND FUEL 8/17/26	GENERAL FUND	PLANNING & ZONING	20.00
	9/10/26	SZMIDT FUEL 8/17-28/26	GENERAL FUND	POLICE DEPARTMENT	101.33
	9/10/26	LONGERBEAM FUEL 8/12-28/26	GENERAL FUND	STREETS & TRANSPORT	205.69
	9/10/26	WHITE FUEL 8/10-25/26	GENERAL FUND	STREETS & TRANSPORT	222.00
	9/10/26	COOK FUEL 8/25/26	GENERAL FUND	STREETS & TRANSPORT	38.65
	9/10/26	HAWKINS FUEL 8/20/26	GENERAL FUND	STREETS & TRANSPORT	49.70
				TOTAL:	637.37
SUPERIOR AUTO BODY LLC	9/09/26	PD #20 REPAIRS FINAL BILL	GENERAL FUND	POLICE DEPARTMENT	1,633.33
	9/30/26	PD #2 PILLAR/RCKS REPAIR	GENERAL FUND	POLICE DEPARTMENT	108.87
	9/30/26	PD #2 PILLAR/RCKS REPAIR	GENERAL FUND	POLICE DEPARTMENT	628.01
	9/30/26	PD #2 PILLAR/RCKS REPAIR	GENERAL FUND	POLICE DEPARTMENT	154.00
				TOTAL:	2,524.21
SUPERIOR LAUNDRIES INC.	9/30/26	PD & PW MATS 7/1/26	GENERAL FUND	POLICE DEPARTMENT	24.97
	9/30/26	PD & PW MATS 7/15/26	GENERAL FUND	POLICE DEPARTMENT	24.97
	9/30/26	PD & PW MATS 7/8/2026	GENERAL FUND	POLICE DEPARTMENT	24.97
	9/30/26	PD & PW MATS 7/22/26	GENERAL FUND	POLICE DEPARTMENT	24.97
	9/30/26	PD & PW MATS 7/29/26	GENERAL FUND	POLICE DEPARTMENT	24.97
	9/03/26	PD & PW MATS 8/5/26	GENERAL FUND	POLICE DEPARTMENT	28.98
	9/03/26	PD & PW MATS 8/12/26	GENERAL FUND	POLICE DEPARTMENT	28.26
	9/03/26	PD & PW MATS 8/19/26	GENERAL FUND	POLICE DEPARTMENT	28.26
	9/03/26	PD & PW MATS 8/26/26	GENERAL FUND	POLICE DEPARTMENT	28.26
	9/30/26	PD & PW MATS 7/1/26	GENERAL FUND	STREETS & TRANSPORT	17.35
	9/30/26	PD & PW MATS 7/15/26	GENERAL FUND	STREETS & TRANSPORT	17.35
	9/30/26	PD & PW MATS 7/8/2026	GENERAL FUND	STREETS & TRANSPORT	17.35
	9/30/26	PD & PW MATS 7/22/26	GENERAL FUND	STREETS & TRANSPORT	17.35
	9/30/26	PD & PW MATS 7/29/26	GENERAL FUND	STREETS & TRANSPORT	17.35
	9/03/26	PD & PW MATS 8/5/26	GENERAL FUND	STREETS & TRANSPORT	20.14
	9/03/26	PD & PW MATS 8/12/26	GENERAL FUND	STREETS & TRANSPORT	19.63
	9/03/26	PD & PW MATS 8/19/26	GENERAL FUND	STREETS & TRANSPORT	19.63
	9/03/26	PD & PW MATS 8/26/26	GENERAL FUND	STREETS & TRANSPORT	19.63
				TOTAL:	404.39

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
T-MOBILE	9/01/26	CELL PHONE AUG 26	GENERAL FUND	CITY ADMINISTRATION	77.82
	9/01/26	CELL PHONE AUG 26	GENERAL FUND	PLANNING & ZONING	96.51
	9/01/26	CELL PHONE AUG 26	GENERAL FUND	CITY HALL	226.20
	9/01/26	CELL PHONE AUG 26	GENERAL FUND	POLICE DEPARTMENT	62.66
	9/01/26	CELL PHONE AUG 26	GENERAL FUND	STREETS & TRANSPORT	308.22
	9/01/26	CELL PHONE AUG 26	PARKS & RECREATION	Parks & Recreation	28.80
	9/01/26	CELL PHONE AUG 26	PARKS & RECREATION	Parks & Recreation	28.80
				TOTAL:	829.01
TARGET	9/10/26	BABINOVA ACDMY SWEATS X2	GENERAL FUND	POLICE DEPARTMENT	53.00
				TOTAL:	53.00
TEK ADVISORS LLC	9/03/26	COMP MAINT SEP 26	GENERAL FUND	CITY HALL	8,013.39
	9/03/26	COMP MAINT SEP 26	GENERAL FUND	CITY HALL	620.57
	9/03/26	COMP MAINT SEP 26	GENERAL FUND	POLICE DEPARTMENT	340.25
	9/03/26	COMP MAINT SEP 26	PARKS & RECREATION	Parks & Recreation	23.75
	9/03/26	COMP MAINT SEP 26	PARKS & RECREATION	Parks & Recreation	90.88
				TOTAL:	9,088.84
THE GUN SHOP	9/10/26	PD AMMUNITION	GENERAL FUND	POLICE DEPARTMENT	686.31
	9/10/26	PD AMMUNITION	GENERAL FUND	POLICE DEPARTMENT	842.14
	9/10/26	PD AMMUNITION	GENERAL FUND	POLICE DEPARTMENT	1,502.64
	9/10/26	PD AMMUNITION	GENERAL FUND	POLICE DEPARTMENT	1,081.88
	9/10/26	PD AMMUNITION	GENERAL FUND	POLICE DEPARTMENT	256.43
				TOTAL:	4,369.40
THORWORKS INDUSTRIES	9/10/26	PW STREET PAINT	GENERAL FUND	STREETS & TRANSPORT	756.45
	9/10/26	PW STREET PAINT	GENERAL FUND	STREETS & TRANSPORT	1,210.32
	9/10/26	PW STREET PAINT	GENERAL FUND	STREETS & TRANSPORT	184.00
				TOTAL:	2,150.77
TIMOTHY CROSS	9/10/26	PD #20 DETAILING	GENERAL FUND	POLICE DEPARTMENT	300.00
	9/15/26	PD #2 DETAILING	GENERAL FUND	POLICE DEPARTMENT	170.00
				TOTAL:	470.00
TIMOTHY P. STRANKO, ESQ	9/09/26	LEGAL RETAINER SEP 26	GENERAL FUND	PLANNING & ZONING	86.64
	9/09/26	LEGAL RETAINER SEP 26	GENERAL FUND	PLANNING & ZONING	247.47
	9/09/26	LEGAL RETAINER SEP 26	GENERAL FUND	PLANNING & ZONING	2,475.00
	9/09/26	LEGAL RETAINER SEP 26	GENERAL FUND	CITY HALL	4,500.00
				TOTAL:	7,309.11
TINT WIZARD	9/01/26	PD #11 PRINT WRAP/REMOVAL	CAPITAL IMPROVEMEN	PUBLIC SAFETY	2,300.00
	9/01/26	PD #23 PRINT WRAP/REMOVAL	CAPITAL IMPROVEMEN	PUBLIC SAFETY	2,300.00
				TOTAL:	4,600.00
TRACTOR SUPPLY	9/10/26	PW WATER X6 CASES	GENERAL FUND	STREETS & TRANSPORT	32.94
	9/10/26	PW WATER X8 CASES	GENERAL FUND	STREETS & TRANSPORT	43.92
				TOTAL:	76.86
TRUIST MERCHANT SERVICES	9/15/26	AUG2026 PD OFFLINE CC FEES	GENERAL FUND	CITY HALL	199.45
				TOTAL:	199.45
TSYS MERCHANT SOLUTIONS	9/10/26	PSI PYMT PORTAL JUL 26	GENERAL FUND	CITY HALL	50.00
	9/10/26	PSI PYMT PORTAL AUG 26	GENERAL FUND	CITY HALL	50.00
				TOTAL:	100.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TYLER TECHNOLOGIES	9/01/26	ANL SUB 10/1/26-9/30/27	GENERAL FUND	CITY HALL	1,080.00
	9/01/26	ANL SUB 10/1/26-9/30/27	GENERAL FUND	CITY HALL	1,272.66
	9/01/26	ANL SUB 10/1/26-9/30/27	GENERAL FUND	CITY HALL	7,128.77
	9/01/26	ANL SUB 10/1/26-9/30/27	GENERAL FUND	CITY HALL	14,501.79
	9/01/26	ANL SUB 10/1/26-9/30/27	GENERAL FUND	CITY HALL	5,323.93
	9/01/26	ANL SUB 10/1/26-9/30/27	GENERAL FUND	CITY HALL	2,992.91
				TOTAL:	32,300.06
UNITED WAY OF THE EASTERN PANHANDLE	9/10/26	TEEN CRT FEES REMIT AUG 2	GENERAL FUND	POLICE DEPARTMENT	334.64
				TOTAL:	334.64
US AUTOFORCE	9/10/26	PW #9 TIRE X1	GENERAL FUND	STREETS & TRANSPORT	167.44
				TOTAL:	167.44
US BANK	9/10/26	AUG2026 PCARD STMT PYMT	GENERAL FUND	NON-DEPARTMENTAL	113,973.06
				TOTAL:	113,973.06
VH SERVICES	9/30/26	PRMT RVSN 26-628	GENERAL FUND	NON-DEPARTMENTAL	197.60
	9/30/26	PRMT RVSN 26-937	GENERAL FUND	NON-DEPARTMENTAL	964.00
				TOTAL:	1,161.60
VISION SERVICE PLAN	9/09/26	SEP 2026 VISION INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	66.77
	9/09/26	SEP 2026 VISION INS PREMIU	GENERAL FUND	PLANNING & ZONING	30.09
	9/09/26	SEP 2026 VISION INS PREMIU	GENERAL FUND	CITY HALL	41.25
	9/09/26	SEP 2026 VISION INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	289.58
	9/09/26	SEP 2026 VISION INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	188.57
	9/09/26	SEP 2026 VISION INS PREMIU	PARKS & RECREATION	Parks & Recreation	24.51
				TOTAL:	640.77
VITAL SIGNS INC.	9/10/26	CH ENVELOPES/ COUNCIL DECA	GENERAL FUND	CITY COUNCIL	100.00
	9/10/26	CH ENVELOPES/ COUNCIL DECA	GENERAL FUND	CITY HALL	950.00
	9/10/26	PD BUSINESS CARDS X400	GENERAL FUND	POLICE DEPARTMENT	39.95
	9/10/26	PD BUSINESS CARDS X400	GENERAL FUND	POLICE DEPARTMENT	39.95
	9/10/26	PD BUSINESS CARDS X400	GENERAL FUND	POLICE DEPARTMENT	39.95
	9/10/26	PD BUSINESS CARDS X400	GENERAL FUND	POLICE DEPARTMENT	39.95
				TOTAL:	1,209.80
WALMART	9/10/26	BACKPACK PROGRAM SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	352.92
	9/10/26	BACKPACK PROGRAM SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	43.92
	9/10/26	PD CAR CLEANING SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	12.13
	9/10/26	PD CREDIT FLATWARE	GENERAL FUND	POLICE DEPARTMENT	4.96-
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	4.96
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	12.96
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	23.96
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	18.97
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	167.98
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	17.84
	9/10/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	16.67
	9/10/26	PD UPS BATT BCKUP/SURGE	GENERAL FUND	POLICE DEPARTMENT	83.99-
	9/10/26	PRIZES FOR FUTURE EVENTS	PARKS & RECREATION	TOURISM & EVENTS	92.38
				TOTAL:	675.74
WAWA	9/10/26	BABINOVA FUEL 8/17/26	GENERAL FUND	POLICE DEPARTMENT	35.44
	9/10/26	JEFFRIES FUEL 8/8/26	GENERAL FUND	POLICE DEPARTMENT	83.81
	9/10/26	SZMIDT FUEL 7/31-8/30/26	GENERAL FUND	POLICE DEPARTMENT	1,117.49
	9/10/26	SIGULINSKY FUEL 8/11-21/26	GENERAL FUND	POLICE DEPARTMENT	231.66

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/10/26	CROSS FUEL 8/26/26	GENERAL FUND	STREETS & TRANSPORT	91.08
	9/10/26	HARDER FUEL 8/5-17/26	GENERAL FUND	STREETS & TRANSPORT	233.97
	9/10/26	LONGERBEAM FUEL 8/21/26	GENERAL FUND	STREETS & TRANSPORT	129.41
	9/10/26	WHITE FUEL 8/19/26	GENERAL FUND	STREETS & TRANSPORT	97.00
	9/10/26	SILVEOUS FUEL 8/3-14/26	GENERAL FUND	STREETS & TRANSPORT	231.37
	9/10/26	DIX FUEL 8/20/26	GENERAL FUND	STREETS & TRANSPORT	123.00
				TOTAL:	2,374.23
WEIS	9/10/26	PD NAT NITE OUT HOTDOGS X4	GENERAL FUND	POLICE DEPARTMENT	83.34
				TOTAL:	83.34
WESLEY WILDRICK	9/14/26	8/3-5/26 WVML CONF MILE R	GENERAL FUND	CITY COUNCIL	496.28
				TOTAL:	496.28
WEST VA MUNICIPAL LEAGUE	9/01/26	STRICKLAND WVML CONF AUG	GENERAL FUND	CITY COUNCIL	300.00
	9/01/26	S FAGAN WVML CONF AUG 26	GENERAL FUND	CITY COUNCIL	300.00
	9/01/26	W WILDRICK WVML CONF AUG	GENERAL FUND	CITY COUNCIL	300.00
	9/01/26	C TARVIN WVML CONF AUG 26	GENERAL FUND	CITY COUNCIL	300.00
	9/01/26	D ARMSTRONG WVML CONF AU	GENERAL FUND	CITY ADMINISTRATION	300.00
				TOTAL:	1,500.00
WEST VIRGINIA AMERICAN WATER	9/10/26	MF IRRIGATION WATER 7/2-8/	PARKS & RECREATION	Parks & Recreation	401.30
	9/10/26	MF WATER 7/2-8/3/26	PARKS & RECREATION	Parks & Recreation	126.57
				TOTAL:	527.87
WV CORP	9/09/26	FY27 COM INS 7/1/26-7/1/2	GENERAL FUND	CITY HALL	17,158.25
	9/09/26	FY27 COM INS 7/1/26-7/1/2	GENERAL FUND	CITY HALL	237.50
	9/09/26	FY27 COM INS 7/1/26-7/1/2	GENERAL FUND	CITY HALL	1,000.00
	9/09/26	FY27 COM INS 7/1/26-7/1/2	GENERAL FUND	CITY HALL	669.75
	9/09/26	FY27 COM INS 7/1/26-7/1/2	GENERAL FUND	CITY HALL	6,419.25
	9/09/26	FY27 COM INS 7/1/26-7/1/2	GENERAL FUND	CITY HALL	24,935.50
	9/09/26	FY27 COM INS 7/1/26-7/1/2	GENERAL FUND	CITY HALL	3,025.00
	9/09/26	FY27 COM INS 7/1/26-7/1/2	GENERAL FUND	CITY HALL	292.50
	9/09/26	FY27 COM INS 7/1/26-7/1/2	GENERAL FUND	CITY HALL	6,523.00
				TOTAL:	60,260.75
WV STATE TREASURER'S OFFICE	9/09/26	AUG2026 COURT FEE REMIT	GENERAL FUND	POLICE DEPARTMENT	2,541.14
				TOTAL:	2,541.14
**PAYROLL EXPENSES	9/01/2026 - 9/30/2026		GENERAL FUND	MAYOR'S OFFICE	1,000.00
			GENERAL FUND	CITY COUNCIL	4,166.70
			GENERAL FUND	CITY ADMINISTRATION	35,220.38
			GENERAL FUND	POLICE JUDGE'S OFFICE	1,900.00
			GENERAL FUND	PLANNING & ZONING	29,037.43
			GENERAL FUND	CITY HALL	21,572.59
			GENERAL FUND	POLICE DEPARTMENT	126,751.47
			GENERAL FUND	STREETS & TRANSPORT	52,214.30
			PARKS & RECREATION	Parks & Recreation	17,869.61
				TOTAL:	289,732.48

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
001 GENERAL FUND	954,362.74
201 CAPITAL IMPROVEMENT	210,004.91
900 PARKS & RECREATION	35,155.60
GRAND TOTAL:	1,199,523.25

TOTAL PAGES: 17

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Ranson, WV
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 9/01/2026 THRU 9/30/2026

PAYROLL SELECTION

PAYROLL EXPENSES: YES
EXPENSE TYPE: GROSS
CHECK DATE: 9/01/2026 THRU 9/30/2026

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: C O U N C I L R E P O R T
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

FY 2027
General Fund Budget
September 2026 Financials

25% through Budget Year

	Current Budget FY2027 9-15-2026	Year to Date Sept 2026	Budget Balance	% of Budget Received
FY26 Carryover Fund Balance	*3,521,131*	*3,521,131*	-	100%
Revenue Summary				
Taxes	6,652,884	1,155,934	5,496,950	17%
Fines & Forfeitures	225,000	41,251	183,749	18%
Licenses & Permits	816,000	257,053	558,947	32%
Intergovernmental	25,000	99	24,901	0%
Miscellaneous	112,000	17,432	94,568	16%
Total Revenues	***11,352,015***	***4,992,901***	***6,359,114***	***44%***
Expenditure Summary				
Mayor's Office	17,060	3,280	13,780	19%
City Council	78,800	18,927	59,873	24%
City Administrator	795,067	176,986	618,081	22%
Police Judge's Office	34,300	6,136	28,164	18%
Contribution to Commissions	365,000	-	365,000	0%
Regional Development Authority	10,000	9,399	601	94%
Planning & Zoning	1,129,783	236,428	893,355	21%
City Hall	1,384,050	388,675	995,375	28%
Contribution/Transfer	845,004	-	845,004	0%
Contingency	1,135,201	-	1,135,201	0%
Police Department	3,296,450	758,186	2,538,264	23%
Streets Department	1,571,300	353,674	1,217,626	23%
Street Lights	140,000	30,062	109,938	21%
Parks & Recreation	275,000	64,789	210,211	24%
Convention & Visitor's Bureau	275,000	64,789	210,211	24%
Total Expenditures	***11,352,015***	***2,111,330***	***9,240,685***	***19%***
Revenue Over Expenses		***2,881,571***		

Account Number	Description	Current Budget FY2027 9-15-2026	Jul-26	Aug-26	Sep-26	FY2027 Q1	Budget Balance	% of Budget Received
	FY26 Carryover Fund Balance	*3,521,131*	2,166,943	-	*1,354,188*	*3,521,131*	-	*100%*
001.301.100	Ad Valorem Tax Current Year	1,966,634	-	35,521	867,029	*902,550*	*1,064,084*	*46%*
001.301.102	Property Tax Prior Years	100,000	-	11,607	16,922	*28,529*	*71,471*	*29%*
001.301.106	Supplemental Taxes	60,000	-	5,007	6,256	*11,263*	*48,737*	*19%*
001.302.100	Tax Penalties and Interest	15,000	-	1,032	1,512	*2,544*	*12,456*	*17%*
001.303.100	Gas and Oil Severance Tax Current Year	15,000	-	-	-	-	15,000	*0%*
001.304.100	Utility Tax	375,000	-	32,338	23,977	*56,315*	*318,685*	*15%*
001.305.100	B&O Tax	3,500,000	-	-	24,755	*24,755*	*3,475,245*	*1%*
001.306.100	Wine and Liquor Tax	70,000	-	-	-	-	*70,000*	*0%*
001.307.100	Animal Tax	1,250	-	-	400	400	850	*32%*
001.308.100	Hotel/Motel Tax	550,000	-	68,770	60,808	*129,577*	*420,423*	*24%*
001.320.100	Fines, Fees, and Court Costs	225,000	15,351	13,250	12,610	41,211	183,789	*18%*
001.321.100	Parking Tickets	-	-	-	40	40	(40)	*N/A*
001.325.100	Business Licenses	30,000	5,761	3,136	863	9,760	20,240	*33%*
001.326.100	Building Permits	675,000	79,419	47,563	107,577	234,560	440,440	*35%*
001.328.100	Franchise Tax	45,000	-	-	-	-	*45,000*	*0%*
001.329.100	Rental Registration	1,000	100	60	-	160	840	*16%*
001.330.100	IRP Fees	65,000	-	5,456	7,117	*12,573*	*52,427*	*19%*
001.374.100	Payroll Reimbursement	25,000	-	-	99	*99*	*24,901*	*0%*
001.380.100	Interest Gained on Investments	70,000	-	4,438	5,377	9,815	60,185	*14%*
001.382.100	Refunds & Rebates	25,000	-	-	-	-	*25,000*	*0%*
001.383.100	Sale of Fixed Asset	5,000	-	5,000	-	5,000	-	*100%*
001.386.100	Insurance Claim	5,000	-	-	1,000	1,000	4,000	*20%*
001.389.100	Accident Reports	5,000	220	480	220	920	4,080	*18%*
001.399.100.	Miscellaneous	1,500	114	483	-	597	903	*40%*
001.399.102	Yard Sale Fees	250	45	20	30	95	155	*38%*
001.399.103	Fingerprint Fee	250		5	-	5	245	*2%*
	Total Revenues	***11,352,015***	***2,267,953***	***234,166***	***2,490,782***	***4,992,901***	***6,359,114***	***44%***

Account Number	Description	Current FY27 Budget 9-15-2026	Jul-26	Aug-26	Sep-26	FY2027 Q1	Budget Balance	Percent of Budget Expended
409 - Mayor's Office								
001.409.101	Mayor Salary	12,000	1,000	1,000	1,000	3,000	9,000	25%
001.409.104	Mayor FICA	960	77	77	77	230	731	24%
001.409.214	Mayor Travel	2,000	-	-		-	2,000	0%
001.409.226	Mayor Insurance Bonds	100	-	-		-	100	0%
001.409.230	Mayor Contracted Services	500	-	-		-	500	0%
001.409.341	Mayor Departmental Supplies	1,000	-	50		50	950	5%
001.409.568	Mayor Contributions	500	-	-		-	500	0%
	Total	**17,060**	**1,077**	***1,127***	***1,077***	**3,280**	***13,780***	***19%***
410 - City Council								
001.410.101	City Council Salary (6 members)	60,000	4,167	4,167	4,167	12,500	47,500	21%
001.410.104	City Council FICA	4,800	319	319	319	956	3,844	20%
001.410.214	City Council Travel	10,000	-	4,118	496	4,615	5,385	46%
001.410.230	City Council Contracted Services	500	-	-		-	500	0%
001.410.341	City Council Departmental Supplies	3,500	596	260		856	2,644	24%
	Total	**78,800**	**5,081**	**8,864**	**4,982**	**18,927**	**59,873**	**24%**
412 - City Administration Office								
001.412.103	City Administration Salary (5 FT employees)	475,782	45,039	35,132	35,205	115,377	360,405	24%
001.412.104	City Administration FICA	39,310	3,569	2,787	2,792	9,149	30,161	23%
001.412.105	City Administration Insurance	109,300	8,087	7,812	7,812	23,712	85,588	22%
001.412.106	City Administration Retirement	46,425	3,927	3,121	3,129	10,176	36,249	22%
001.412.108	City Administration Overtime	8,000	76	30	15	122	7,879	2%
001.412.211	City Administration Phone	5,000	78	78	78	233	4,767	5%
001.412.214	City Administration Travel	10,000	-	660	-	660	9,340	7%
001.412.220	City Administration Ads/Legal Publications	1,500	-	-	-	-	1,500	0%
001.412.221	City Administration Training	7,500	142	1,375	-	1,517	5,983	20%
001.412.222	City Administration Dues and Subscriptions	3,500	128	45	24	197	3,303	6%
001.412.223	City Administration Professional Services	25,000	189	189	189	567	24,433	2%
001.412.226	City Administration Insurance and Bonds	250	-	-	-	-	250	0%
001.412.230	City Administration Contracted Services	10,000	-	-	-	-	10,000	0%
001.412.341	City Administration Supplies and Materials	7,500	-	859	114	973	6,527	13%
001.412.343	City Administration Gas Oil Tires	1,500	-	131	137	268	1,232	18%
001.412.345	City Administration Uniforms	2,000	-	-		-	2,000	0%
001.412.353	City Administration Computer Software	42,500	12,273	1,762		14,035	28,465	33%
	Total	**795,067**	**73,508**	**53,983**	***49,495***	**176,986**	***618,081***	***22%***

Account Number	Description	Current FY27 Budget 9-15-2026	Jul-26	Aug-26	Sep-26	FY2027 Q1	Budget Balance	Percent of Budget Expended
416 - Police Judge's Office								
001.416.103	Police Judge Salary (2 Mags; 1 Prosecutor)	25,000	1,900	1,900	1,900	5,700	19,300	23%
001.416.104	Police Judge FICA	2,000	145	145	145	436	1,564	22%
001.416.223	Police Judge Professional Services	7,000	-	-	-	-	7,000	0%
001.416.226	Police Judge Insurance & Bond	300	-	-	-	-	300	0%
	Total	**34,300**	**2,045**	***2,045***	***2,045***	**6,136**	***28,164***	***18%***
424 - Contributions								
001.424.568 Contributions Dispersed to Outside Entities	Eastern Panhandle Transit Authority	20,000	-	-	-	-	20,000	0%
	Ranson Bus Route Funding Contribution	200,000	-	-	-	-	200,000	0%
	Independent Fire Dept	50,000	-	-	-	-	50,000	0%
	Citizen Fire Dept.	20,000	-	-	-	-	20,000	0%
	Charles Town Library	7,500	-	-	-	-	7,500	0%
	Jefferson County P&R - Fireworks	7,500	-	-	-	-	7,500	0%
	Mini-Grant Program	50,000	-	-	-	-	50,000	0%
	Community Sponsorship	10,000	-	-	-	-	10,000	0%
	Total	**365,000**	**-**	**-**	**-**	**-**	***365,000***	***0%***
435 - Regional Development Authority								
001.435.222	Region 9 Planning & Development Council	**10,000**	9,399	-	-	9,399	601	94%
437 - Planning and Zoning								
001.437.103	Planning and Zoning Salary (6 FT employees, 1 vac.)	453,818	44,996	28,853	28,920	102,770	351,048	23%
001.437.104	Planning and Zoning FICA	38,190	3,610	2,295	2,303	8,207	29,983	21%
001.437.105	Planning and Zoning Insurance	113,200	4,319	4,272	4,127	12,719	100,481	11%
001.437.106	Planning and Zoning Retirement	45,575	4,217	2,697	2,704	9,618	35,957	21%
001.437.108	Planning and Zoning Overtime/Extra Help	22,000	21	85	117	223	21,777	1%
001.437.110	Planning and Zoning Fringe Benefits	750	500	-	-	500	250	67%
001.437.211	Planning and Zoning Telephone	2,000	85	97	97	278	1,722	14%
001.437.214	Planning and Zoning Travel	3,000	-	-	-	-	3,000	0%
001.437.217	Planning and Zoning Vehicle Repair	500	-	-	-	-	500	0%
001.437.218	Planning and Zoning Postage	5,000	-	-	-	-	5,000	0%
001.437.220	Planning and Zoning Legal Publications	4,000	216	171	271	659	3,341	16%
001.437.221	Planning and Zoning Training	10,000	38	255	-	293	9,707	3%
001.437.222	Planning and Zoning Dues and Subscriptions	1,500	647	187	-	834	666	56%
001.437.223	Planning and Zoning Professional Services	400,000	13,766	28,761	55,982	98,509	301,491	25%
001.437.226	Planning and Zoning Insurance & Bonds	250	-	-	-	-	250	0%
001.437.230	Planning and Zoning Contracted Services	1,000	87	-	-	87	913	9%
001.437.341	Planning and Zoning Supplies and Materials	10,000	49	166	-	215	9,785	2%
001.437.343	Planning and Zoning Gas, Oil, Tires	2,500	146	126	164	436	2,064	17%
001.437.345	Planning and Zoning Uniforms	3,500	-	-		-	3,500	0%
001.437.353	Planning and Zoning Computer Software	13,000	540	540		1,081	11,919	8%
	Total	**1,129,783**	**73,238**	***68,505***	***94,685***	**236,428**	***893,355***	***21%***

Account Number	Description	Current FY27 Budget 9-15-2026	Jul-26	Aug-26	Sep-26	FY2027 Q1	Budget Balance	Percent of Budget Expended
440 - City Hall								
001.440.103	City Hall Salary (5 FT employees, 1 vacant)	352,000	31,260	21,573	21,573	74,405	277,595	21%
001.440.104	City Hall FICA	28,750	2,511	1,733	1,733	5,977	22,773	21%
001.440.105	City Hall Insurance	100,000	5,323	5,103	5,103	15,528	84,472	16%
001.440.106	City Hall Retirement	33,800	3,126	2,157	2,157	7,441	26,359	22%
001.440.108	City Hall Overtime / Extra Help	5,000	-	-	-	-	5,000	0%
001.440.211	City Hall Telephone	30,000	1,500	1,818	1,627	4,945	25,055	16%
001.440.212	City Hall Printing	3,500	287	-	-	287	3,213	8%
001.440.213	City Hall Utilities	25,000	1,099	1,314	1,184	3,597	21,403	14%
001.440.214	City Hall Travel	2,000	-	-	-	-	2,000	0%
001.440.215	City Hall Maintenance / Repair Building	15,000	-	-	1,202	1,202	13,798	8%
001.440.216	City Hall Maintenance / Repair Equipment	500	-	-	-	-	500	0%
001.440.217	City Hall Vehicle Repair	500	-	-	-	-	500	0%
001.440.218	City Hall Postage / Meter	6,000	502	502	502	1,507	4,493	25%
001.440.219	City Hall Building and Equipment Rents	10,000	725	725	965	2,415	7,585	24%
001.440.220	City Hall Advertising / Legal Publications	4,000	-	-	-	-	4,000	0%
001.440.221	City Hall Training	3,000	-	-	-	-	3,000	0%
001.440.222	City Hall Dues and Subscriptions	3,000	2,331	-	-	2,331	669	78%
001.440.223	City Hall Professional Services	75,000	4,500	4,500	9,009	18,009	56,991	24%
001.440.224	City Hall Audit Costs	50,000	6,275	3,900	-	10,175	39,825	20%
001.440.226	City Hall Insurance and Bonds (Travelers)	316,500	73,540	-	71,993	145,533	170,968	46%
001.440.230	City Hall Contracted Services	125,000	13,621	9,685	10,941	34,247	90,753	27%
001.440.232	City Hall Bank Charges	60,000	5,943	3,250	1,905	11,098	48,902	18%
001.440.341	City Hall Supplies and Materials	25,000	863	1,318	872	3,053	21,947	12%
001.440.343	City Hall Oil, Gas & Tires	1,000	-	-	-	-	1,000	0%
001.440.345	City Hall Uniforms	2,500	-	-	-	-	2,500	0%
001.440.353	City Hall Computer Software	100,000	8,482	6,000	32,300	46,782	53,218	47%
001.440.570	City Hall Miscellaneous Fees	7,000	-	146		146	6,854	2%
	Total	**1,384,050**	**161,887**	***63,723***	***163,064***	**388,675**	***995,375***	***28%***
444 - Contributions to Other Funds								
1.444.566	Contributions to Others Funds							
	Municipal Capital Improvement	604,869	-	-	-	-	604,869	0%
	Municipal Stabilization	240,135	-	-	-	-	240,135	0%
	Total	**845,004**	**-**	**-**	**-**	**-**	***845,004***	***0%***
699 - Contingencies								
1.699.000	Contingencies	1,135,201	-	-	-	-	1,135,201	0%
	Total	**1,135,201**	**-**	**-**	**-**	**-**	***1,135,201***	***0%***

Account Number	Description	Current FY27 Budget 9-15-2026	Jul-26	Aug-26	Sep-26	FY2027 Q1	Budget Balance	Percent of Budget Expended
700 - Police								
001.700.103	Police Salary (19 FT Officers & 2 FT Admin)	1,870,000	173,318	118,089	108,802	400,210	1,469,790	21%
001.700.104	Police FICA	166,250	16,501	10,671	10,083	37,255	128,995	22%
001.700.105	Police Insurance	400,000	26,360	24,363	29,804	80,527	319,473	20%
001.700.106	Police Retirement	167,000	16,284	10,987	10,646	37,918	129,082	23%
001.700.108	Police Overtime / Extra Help	230,750	31,367	16,202	17,699	65,268	165,482	28%
001.700.110	Police Fringe Benefits	4,750	3,250	-	250	3,500	1,250	74%
001.700.211	Police Telephone	7,500	573	854	855	2,282	5,218	30%
001.700.212	Police Printing	500	-	-	-	-	500	0%
001.700.213	Police Utilities	22,500	616	1,846	596	3,058	19,442	14%
001.700.214	Police Travel	10,000	-	585	-	585	9,415	6%
001.700.215	Police Maintenance / Repair Building	2,500	-	-	195	195	2,305	8%
001.700.216	Police Maintenance / Repair Equipment	1,000	-	-	-	-	1,000	0%
001.700.217	Police Vehicle Maintenance	50,000	2,473	6,102	6,118	14,694	35,306	29%
001.700.218	Police Postage	1,000	79	-	23	102	898	10%
001.700.219	Police Building and Equipment Rents	6,000	465	887	465	1,817	4,183	30%
001.700.220	Police Advertising / Legal Publication	1,500	-	-	-	-	1,500	0%
001.700.221	Police Training	10,000	(995)	-	-	(995)	10,995	-10%
001.700.222	Police Dues and Subscriptions	1,500	-	-	-	-	1,500	0%
001.700.223	Police Professional Services	25,000	1,162	4,535	1,437	7,134	17,866	29%
001.700.226	Police Insurance and Bonds	200	-	-	-	-	200	0%
001.700.230	Police Contracted Services	35,000	3,891	1,591	1,779	7,260	27,740	21%
001.700.233	Police Investigation Fees	1,000	-	-	-	-	1,000	0%
001.700.235	Police Remittance of Fees Collected	75,000	-	3,818	2,876	6,694	68,306	9%
001.700.341	Police Supplies and Materials	50,000	2,827	7,784	13,281	23,891	26,109	48%
001.700.343	Police Gas Oil Tires	60,000	4,763	6,626	7,561	18,951	41,049	32%
001.700.345	Police Uniforms	50,000	8,181	2,367	1,510	12,057	37,943	24%
001.700.353	Police Software	45,000	-	14,061	21,722	35,783	9,217	80%
001.700.570	Police Miscellaneous Fees	2,500	-	-	-	-	2,500	0%
	Total	**3,296,450**	**291,114**	**231,370**	***235,702***	**758,186**	***2,538,264***	***23%***

Account Number	Description	Current FY27 Budget 9-15-2026	Jul-26	Aug-26	Sep-26	FY2027 Q1	Budget Balance	Percent of Budget Expended
750 - Streets								
001.750.103	Streets Salary (11 FT employees, 1 vacant)	772,000	75,910	52,290	52,214	180,413	591,587	23%
001.750.104	Streets FICA	65,000	6,205	4,144	4,138	14,486	50,514	22%
001.750.105	Streets Insurance	247,000	19,086	18,536	18,536	56,158	190,842	23%
001.750.106	Streets Retirement	72,500	7,419	5,126	5,119	17,664	54,836	24%
001.750.108	Streets Overtime / Extra Help	20,000	8	-	-	8	19,992	0%
001.750.110	Streets Fringe Benefits	2,750	2,500	-	-	2,500	250	91%
001.750.211	Streets Telephone	6,750	574	574	574	1,723	5,027	26%
001.750.213	Streets Utilities	10,000	2,034	739	887	3,660	6,340	37%
001.750.214	Streets Travel	1,000	-	-	-	-	1,000	0%
001.750.215	Streets Maintenance / Repair Building	5,000	-	5,795	-	5,795	(795)	116%
001.750.216	Streets Maintenance / Repair Equipment	10,000	332	143	1,174	1,649	8,351	16%
001.750.217	Streets Maintenance / Repair Vehicles	15,000	310	1,348	934	2,592	12,408	17%
001.750.219	Streets Building and Equipment Rents	5,000	369	4	149	522	4,478	10%
001.750.221	Streets Training	2,500	-	-	-	-	2,500	0%
001.750.222	Streets Dues	500	100	-	-	100	400	20%
001.750.223	Streets Professional Services	500	-	-	-	-	500	0%
001.750.226	Streets Insurance and Bonds	300	-	-	-	-	300	0%
001.750.230	Streets Contracted Services	215,000	14,202	12,252	11,675	38,129	176,871	18%
001.750.341	Streets Supplies and Materials	72,500	6,429	6,085	3,483	15,997	56,503	22%
001.750.343	Streets Gas Oil Tires	30,000	3,854	2,919	4,013	10,786	19,214	36%
001.750.345	Streets Uniforms	11,000	-	-	-	-	11,000	0%
001.750.353	Streets Software	7,000	1,492	-	-	1,492	5,508	21%
	Total	**1,571,300**	**140,823**	***109,956***	***102,895***	**353,674**	***1,217,626***	***23%***
751 - Street Lights								
001.751.213	Street Lights - Utilities	140,000	9,679	9,881	10,502	30,062	109,938	21%
	Total	**140,000**	**9,679**	**9,881**	***10,502***	**30,062**	***109,938***	***21%***
900 - Parks & Recreation								
001.900.568	Parks & Recreation Pass through Hotel Tax	275,000	-	34,385	30,404	64,789	210,211	24%
	Total	***275,000***	***-***	***34,385***	***30,404***	***64,789***	***210,211***	***24%***
901 - Convention & Visitors Bureau (CVB)								
001.901.568	CVB Pass through Hotel Tax	275,000	-	34,385	30,404	64,789	210,211	24%
	Total	**275,000**	***-***	***34,385***	***30,404***	***64,789***	***210,211***	***24%***
	Total Expenses	***11,352,015***	***767,852***	***618,224***	***725,255***	***2,111,330***	***9,240,685***	***19%***
	Revenue Over Expenses	***-***	***1,500,102***	***(384,058)***	***1,765,527***	***2,881,571***		

CITY OF RANSON
CAPITAL FUND BUDGET
FY2027 - September 30, 2026
25% through Budget Year

	FY27 APPR. BUDGET 9-15-2026	JULY 2026	AUG 2026	SEPT 2026	FY2027 Q1	BUDGET BALANCE	% Budget Rcvd/Spent
Carryover Balance	13,231,531	10,000,000	-	3,231,531	13,231,531	-	100%
201.350.100 City Service Fees	400,000	46,500	31,000	47,000	124,500	275,500	31%
201.369.100 Contributions from Other Funds	364,735	-	-	-	-	364,735	0%
201.376.000 Table Games Income	200,000	-	14,685	15,786	30,471	169,529	15%
201.380.100 Interest Income	200,000	2,693	25,441	25,227	53,360	146,640	27%
201.397.100 Video Lottery Income	600,000	-	1,178	34,593	35,771	564,229	6%
TOTAL REVENUES	***14,996,266***	***10,049,193***	***72,304***	***3,354,136***	***13,475,633***	***1,520,633***	***90%***
EXPENDITURES							
Bank Charges	50	-	-	-	-	50	0%
201.975.459 GENERAL GOVERNMENT CAPITAL EXPENSES							
Computer Replacement Program (201-975.459.001)	100,000	2,305	-	-	2,305	97,695	2%
Condemnation of Properties (201-975.459.002)	25,000	-	-	-	-	25,000	0%
Replacement Vehicle (201-975.459.003)	45,000	-	-	-	-	45,000	0%
Total - General Government	*170,050*	*2,305*	-	-	*2,305*	*167,745*	*1%*
201.976.459 PUBLIC SAFETY CAPITAL EXPENSES							
3 Patrol Vehicles (201-976.459.001)	162,000	-	-	147,989	147,989	14,011	91%
Equipment for Patrol Vehicles (201-976.459.002)	100,000	50,798	29,919	7,164	87,881	12,119	88%
Three In-Car Camera Systems (201-976.459.002)	40,000	-	-	11,790	11,790	28,210	29%
Three CAD units (201-976.459.002)	20,000	-	-	18,200	18,200	1,800	91%
E-Ticketing (201-976.459.003)	8,000	-	-	-	-	8,000	0%
Radios (201-976.459.003)	17,500	16,841	-	-	16,841	659	0%
Radars (201-976.459.003)	7,500	-	-	-	-	7,500	0%
Tasers (201-976.459.003)	15,000	-	-	15,286	15,286	(286)	102%
Equipment (201-976.459.004)	68,000	-	18,894	-	18,894	49,106	28%
Existing Police Dept Improvements (201-976.459.005)	50,000	-	-	-	-	50,000	0%
New Police Department Building (201-976.459.005)	750,000	-	-	10,000	10,000	740,000	1%
Total - Public Safety	*1,238,000*	*67,639*	*48,813*	*210,430*	*326,882*	*911,118*	*26%*

CITY OF RANSON
CAPITAL FUND BUDGET
FY2027 - September 30, 2026
25% through Budget Year

	FY27 APPR. BUDGET 9-15-2026	JULY 2026	AUG 2026	SEPT 2026	FY2027 Q1	BUDGET BALANCE	% Budget Rcvd/Spent
201.977.459 STREET & TRANSPORTATION CAPITAL EXPENSES							
Street Construction & Repairs							
5th Avenue Streetscape (201-977.459.016)	1,000,000	-	-	-	-	1,000,000	0%
Stormwater Engineering/Repairs							
SWM/Engineering & Construction	50,000	-	-	-	-	50,000	0%
SWM/Engineering (Mildred) - Design (201-977.459.012)	220,000	-	-	-	-	220,000	0%
SWM Mildred Construction Phase (201-977.459.012)	1,000,000	-	-	-	-	1,000,000	0%
Miscellaneous Other Capital Projects							
City Hall Roof (201-977.459.011)	20,000	-	-	-	-	20,000	0%
City Hall Elevator (201-977.459.011)	250,000	-	-	-	-	250,000	0%
Property Acquisition (201-977.459.011)	550,000	-	-	-	-	550,000	0%
Trifecta Place (201-977.459.013)	50,000	-	-	-	-	50,000	0%
PW Capital Budget Items							
Street Preservation (Asphalt Overlay) (201-977.459.001)	300,000	-	-	-	-	300,000	0%
Alley Construction & Preservation (201-977.459.002)	50,000	3,500	-	-	3,500	46,500	7%
Sidewalk & Curb Replacement (201-977.459.003)	100,000	-	-	-	-	100,000	0%
Street Design/Engineering (201-977.459.004)	50,000	-	-	-	-	50,000	0%
Street Light Replacement (201-977.459.005)	75,000	-	-	-	-	75,000	0%
Equipment (201-977.459.009)	75,000	-	-	-	-	75,000	0%
Improvement to Public Works Yard (201-977.459.010)	142,630	4,202	1,300	767	6,268	136,362	N/A
Total - Streets & Transportation	*3,932,630*	*7,702*	*1,300*	*767*	*9,768*	*3,922,862*	*0%*
201.979.459 PARKS & RECREATION CAPITAL EXPENSES							
Civic Center Improvements (201-979.459.001)	100,000	-	-	-	-	100,000	0%
Flowing Springs Trail (201-979.459.008)	600,000	-	-	-	-	600,000	0%
Marcus Fields Improvements (201-979.459.002) *Current Expenses are engineering-based grant services*	850,000	-	-	26,650	26,650	823,350	3%
Total - Parks & Recreation	*1,550,000*	*-*	*-*	*26,650*	*26,650*	*1,523,350*	*2%*
TOTAL EXPENSES	***6,890,680***	***77,646***	***50,113***	***237,847***	***365,605***	***6,525,075***	***5%***
REVENUES OVER EXPENSES	***8,105,586***	***9,971,547***	***22,192***	***3,116,289***	***13,110,028***		
**Current Year Contingencies*	*689,068*	*Previously 100% excess balance allocated to contingencies; for FY2027, applying WVSAO standard of 10% budgeted expenses to contingencies line.*					
***Future Year Major Project Reserves (NEW)*	*7,416,518*	*NEW: separate accounting of excess fund balance for future year budget obligations associated with major multi-year projects*					

City of Ranson

Bank Account Balance as of 9/30/2026

Revised 10/13/2026

Account	Fund	Cash Balance as of 6/30/2026	Cash Balance as of 9/30/2026	*$ Amount Incr/Decr*	Near Term Expenditures	Unrestricted Funds	Restricted Funds	Comments
General Fund Operating Checking	General	$ 2,390,337	$ 3,222,030	*$ 831,693*	$ 3,222,030	$ -	$ -	*General fund for operations; assumes complete draw down in near-term.*
Coal Severance Checking	Coal Severance	$ 375,579	$ 382,261	*$ 6,681*	$ -	$ -	$ 382,261	*Special revenue fund used for select expenses, specifically emergency weather expenses.*
Muni Stabilization Checking	Residual	$ 3,027,700	$ 3,041,096	*$ 13,397*	$ -	$ 3,041,096	$ -	*Savings account/emergency fund for the city. No planned expenditures.*
DOJ Checking	Investigative Services	$ 65,188	$ 65,476	*$ 288*	$ -	$ -	$ 65,476	*Funds restricted for limited police activities per DOJ guidelines.*
DOT Checking	Investigative Services	$ 111	$ 111	*$ 0.48*	$ -	$ -	$ 111	*Funds restricted for limited police activities per DOT guidelines.*
Police Forfeiture Checking	Investigative Services	$ 58,841	$ 59,102	*$ 260*	$ -	$ -	$ 59,102	*Funds restricted for training or equipment for LEO per Forfeiture guidelines.*
Opioid Settlement Fund Checking	Opioid Settlement	$ 25,293	$ 25,405	*$ 112*	$ -	$ -	$ 25,405	*Special revenue fund used for select expenses associated with WV First Foundation, specifically abating opioid impact.*
Sales & Use Tax Checking	Sales Tax	$ 8,070,979	$ 8,802,557	*$ 731,577*	$ -	$ 8,802,557	$ -	*Revised budgeted XFR to General Fund for FY2027 = $0*
CARES Grant Checking	CARES	$ 1,124,928	$ 1,129,906	*$ 4,978*	$ -	$ 1,129,906	$ -	*Waiting on instruction regarding intended use for unencumbered CARES grant funding so bank account can be closed as well as official fund.*
Municipal Capital Checking	Capital	$ 11,873,719	$ 11,463,527	*$ (410,192)*	$ 6,525,075	$ -	$ 4,938,452	*Near term expenditures for oustanding budgeted capital projects approved for FY2027; remaining balance restricted to Capital Projects.*
Video Lottery Checking	Capital	$ 1,785,066	$ 1,897,108	*$ 112,041*	$ -	$ -	$ 1,897,108	*Account dedicated to holding Lottery & Gaming Funds distributed by the state; funding received is restricted for capital improvement expenses*
Building Commission Checking	Building Commission	$ 520	$ 523	*$ 2*	$ -	$ 523	$ -	*Account typically used to cover debt obligations (none outstanding as of November 2022)*
Development Bond Checking	Bond Escrow	$ 79,325	$ 147,264	*$ 67,939*	$ 122,962	$ -	$ 24,302	*Account is used to deposit funds from developers and held until projects are completed. Near Term expenditure is bonds payable to developers; restricted $ is accrued interest the City keeps.*
Totals for City Accounts		$ 28,877,587	$ 30,236,365	*$ 1,358,778*	$ 9,870,067	$ 12,974,081	$ 7,392,217	
Component Unit Account								
Parks & Rec Operating Checking	Board of Parks & Rec	$ 1,048,990	$ 1,022,527	*$ (26,463)*	$ 1,022,527	$ -	$ -	*Account to fund P&R operations; assumes complete draw down in near-term for ongoing expenditures.*
Totals for all Ranson Accounts		**$ 29,926,578**	**$ 31,258,892**	***$ 1,332,315***	**$ 10,892,594**	**$ 12,974,081**	**$ 7,392,217**	

AGENDA ITEM 4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Community & Economic Development

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Community Development Status Report - September

Should there be any questions or concerns regarding the data provided, please contact the Inerim City Manager for clarification or further assistance.

ATTACHMENTS:

September 2026 Communications & Social Media Report.pdf
September 2026 CDD Report.pdf

RANSON

Monthly Communications & Social Media Report

Reporting Period: September 1, 2026 – September 30, 2026

Prepared by: Tayler Sisk, Communications Specialist

Communications at a Glance

Social Media Posts	Social Media Accounts	Total Content Interactions
55	7	1310
New Followers	**Email Bulletins**	**Emails Sent**
177	27	1954

Social Media Performance

Account	Posts	Content Interactions	New Followers	Total Followers
City – FB	19	905	87	7982
City - LI	5	13	3	106
Parks & Rec - FB	11	168	40	4955
Parks & Rec - IG	5	5	1	8
Police Dept. - FB	7	219	45	7527
Police Dept. - LI	4	0	1	23
Police Dept. - IG	4	0	0	7
TOTAL	55	1310	177	20608

GovDelivery Performance

Topic	Bulletins Sent	Subscriber Change	Total Subscribers	Subscriber Growth Rate	Average Open Rate
Activities & Special Events	6	+39	56	229%	56%
Board of Zoning Appeals	0	+15	49	44%	N/A
Building Code Appeals	0	+14	39	56%	N/A
Building Commission	0	+12	45	36%	N/A
City Alerts, Updates	4	+27	263	11%	55%
City Council (Regular)	1	+22	68	48%	63%
City Council (Special)	9	+20	60	50%	57%
City Council Workshop	0	+16	45	55%	N/A
Committee Meetings	0	+15	39	63%	N/A
Employment Opportunities	0	+20	31	182%	N/A
Meetings & Agenda Tracker	0	+20	36	125%	N/A
Planning Commission	0	+18	63	40%	N/A

Information last updated 10/9/2026

RANSON

Monthly Communications & Social Media Report

Reporting Period: September 1, 2026 – September 30, 2026

Prepared by: Tayler Sisk, Communications Specialist

Topic	Bulletins Sent	Subscriber Change	Total Subscribers	Subscriber Growth Rate	Average Open Rate
Planning Commission Workshop	0	+16	53	44%	N/A
Ranson Mini Grant	1	+18	38	90%	55%
Ranson Parks & Rec	2	+26	57	84%	59%
RFBs & RFPs	1	+18	29	164%	52%
Traffic Updates	1	+28	52	117%	78%
Utilities & Yard Waste Pickup	2	+25	39	179%	52%

Information last updated 10/9/2026

City of Ranson

Community Development Department

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 724-5452
Email: permits@ransonwv.us

TO: Ranson City Council

FROM: Kim Hawkins, Permit Manager

RE: Community Development Department Report –September 2026

Permitting:

- **Staff received 153 permit applications:**
  - 77 – regular permit applications (decks, fences, etc.)
  - 37– townhome permit applications
  - 17– single family permit applications
  - 21 – seasonal site surety
  - 1 – rental applications

- **Staff issued 74 permits totaling $6,841,594.32 in valuation.**
  - 14 were for new homes totaling $3,949,000 in valuation.
  - Permit fees collected totaled $210,437.37
  - U&O fees collected totaled $1,100
  - City Service fees collected totaled $14,000

Code Enforcement:

- **Staff started 7 new code cases** (property maintenance, lack of rental registration, work without permit)

Inspections:

- **Staff performed 1194 permit inspections. This is up by 302 from August.**
  - Patrick Coulter performed 560 inspections.
  - Matt Anderson & Jeff Small (contracted) performed 134 inspections
  - Gary Englebert (contracted) performed 445 inspections
  - Zach Holland performed 51 site inspections
  - Kim Hawkins completed 4 inspections (rental verification)

- **Department Staff also performed 6 code enforcement inspections.**

Planning & Zoning:

Planning Commission August 31st Meeting Summary:

Unfinished Business:

- 26-16-BR – Huntwell West Phase 3A Bond Consideration – Public Hearing had no comments. Bond was approved.
- 26-16 – Huntwell Phase 3A Development Agreement Consideration – Public Hearing had no comments. Revised development agreement was a table drop/informational only and will be included with the next agenda.
- 26-17-FP – Parkland Commons Section 3 Bond Consideration – Public Hearing had no comments. Bond was approved.
- 26-17-FP – Parkland Commons Section 3 Development Agreement Consideration – Public Hearing had no comments. Development Agreement approved.
- 24-37-LDPP – Lakeland Place at Fairfax Crossing (Revision) – The Commission voted to rescind the prior action from May 11, 2026, denying the LDPP.
- 24-37-LDPP – Lakeland Place at Fairfax Crossing LDPP Revision – The revised plans were noted as a table drop and determined by Staff to be an incomplete application with the stormwater items needing to be addressed prior to Staff deeming the submittal complete and recommending action by the Planning Commission.

New Business:

- The Commission entered executive session to discuss pending legal matters.

Applications Received:

- Huntwell 3B Final Plat
- Holiday Inn Zoning Compliance Letter

AGENDA ITEM 5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Parks & Recreation

ITEM TYPE: PRESENTATION

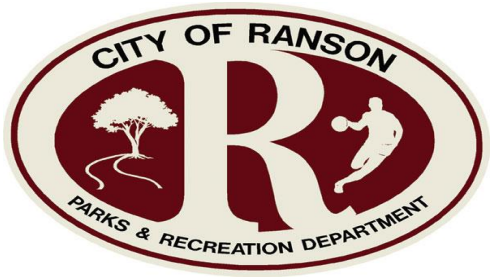
AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Parks and Recreation Status Report - September

Should there be any questions or concerns regarding the information provided, please contact the Interim City Manager or Parks and Recreation Director for clarification or further assistance.

ATTACHMENTS:

Parks and Recreation Sept 2026 Directors Report.docx



Scott Coulter
Stephanie Fagan
Mike Baker
Dylan Kenney
Amanda Stroud

Ranson Parks and Recreation Board
Directors Report
September 2026

Meetings

- Directors' meeting.
- Discussion on Marcus Field.
- Met with prospective rental opportunities.
- Marcus Field progress meetings.
- Leadership Academy.
- Meetings with Community Markets Inc. for the Food Drive.
- Meetings with WVHSSCA to possibly bring an All-Star Event to the area.
- Monster Bash Meetings.
- Pizza with Santa Meeting.
- Meetings for possibility of Yoga and other exercise classes at Marcus Field.
- Interviews for vacant position.

Events

- Harvest Pointe Church
- Red Cross Blood Drive
- Travel Soccer
- Frederick Baptist Volleyball
- Travel Basketball (Multiple Teams)
- Fall prevention class for seniors
- Project Linus
- Soccer at Marcus Field
- Yard Sale and Craft Show
- Senior Fitness Class
- MCW Wrestling
- Girl Scouts
- Homeschool Volleyball
- Community Markets Inc. Food Drive at Marcus Field.

AGENDA ITEM 6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Operations Director's Report - September

ATTACHMENTS:

September 2026 Communications & Social Media Report.pdf

RANSON

Monthly Communications & Social Media Report

Reporting Period: September 1, 2026 – September 30, 2026

Prepared by: Tayler Sisk, Communications Specialist

Communications at a Glance

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Information last updated 10/9/2026

RANSON

Monthly Communications & Social Media Report

Reporting Period: September 1, 2026 – September 30, 2026

Prepared by: Tayler Sisk, Communications Specialist

Topic	Bulletins Sent	Subscriber Change	Total Subscribers	Subscriber Growth Rate	Average Open Rate
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RFBs & RFPs	1	+18	29	164%	52%
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Utilities & Yard Waste Pickup	2	+25	39	179%	52%

Information last updated 10/9/2026

AGENDA ITEM 7

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Interim City Manager Report

ATTACHMENTS:

AGENDA ITEM 1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration for Temporary use of Marcus Field for Toys for Tots storage

ATTACHMENTS:

AGENDA ITEM 2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration and Possible Approval of Correspondence Regarding Data Center Good Neighbor Guardrails to the Governor's Office

ATTACHMENTS:

Ranson_Good_Neighbor_Guardrails.pdf

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579
Ken Suits, Mayor

Council Members:
Jaden Bound
Andy Colandrea
Stephanie Fagan
Daniel Strickland
Christopher Tarvin
Wesley Wildrick

October 20, 2026

The Honorable Patrick Morrisey
Governor of West Virginia
Office of the Governor
1900 Kanawha Boulevard, East
Charleston, WV 25305

Re: Responsible Data Center Development and Good Neighbor Guardrails

Dear Governor Morrisey,

On behalf of the City of Ranson, I respectfully submit the attached proposed Good Neighbor Data Center Guardrails for your consideration. Developed through regional collaboration with the Jefferson County Commission, these recommendations reflect our shared interest in encouraging responsible economic development while protecting the communities in which large-scale data center facilities may be located.

The City of Ranson recognizes the significant economic opportunities associated with data center development and welcomes investment that contributes to the continued prosperity of our region and the State of West Virginia. However, projects of this magnitude must be carefully evaluated to ensure appropriate protections for public infrastructure, water resources, environmental quality, public safety, and neighboring properties. We believe the attached recommendations establish a reasonable foundation for addressing these concerns while providing clear expectations for prospective developers.

Equally important is preserving the authority of local governments to make informed land-use decisions and establish reasonable development standards appropriate to their communities. Municipalities bear direct responsibility for infrastructure planning, public services, and the long-term impacts of development within their boundaries. Statewide standards should complement, rather than unnecessarily restrict, the ability of local governments to fulfill these responsibilities. Furthermore, costs directly attributable to such development should be appropriately addressed by the projects themselves rather than shifted to existing residents and taxpayers.

Finally, the City respectfully requests additional consideration and clarification regarding the distribution of tax revenues generated by data center facilities located within incorporated municipalities. While House Bill 2014 establishes a revenue distribution framework benefiting the State and counties, we encourage your administration to consider whether a portion of these revenues should be allocated directly to the hosting municipality. Such consideration would recognize the infrastructure, public safety, and long-term service responsibilities assumed by municipalities accommodating these developments.

We appreciate your consideration of these recommendations and your continued engagement with local governments. The City of Ranson welcomes the opportunity to participate in future discussions regarding responsible data center development throughout West Virginia.

Sincerely,

Kenneth Suits
Mayor, City of Ranson

Approved by the Ranson City Council on _____, 2026

1. Protection of Groundwater Resources and Responsible Water Use

1.1 Managed Surface-Water Supply

Data centers in Jefferson County should obtain water through an existing public utility system supplied by a managed surface-water source, subject to confirmed utility capacity, reliability, treatment capability, and applicable regulatory approvals.

1.2 Groundwater Protection

Data centers should be prohibited from withdrawing groundwater directly, including through on-site wells, groundwater dewatering, or other groundwater-source systems, for cooling, domestic use, construction, fire-protection testing, irrigation, or other operational purposes.

1.3 No Indirect Groundwater Dependence

A data center should not rely on a public or private utility supply sourced from groundwater for normal operations. Any utility serving the facility should identify and document its water source and certify the extent to which its supply is derived from managed surface-water resources.

1.4 Reclaimed Water & Gray Water

Where technically feasible and authorized by applicable health, plumbing, environmental, and utility requirements, data centers should use reclaimed water, treated wastewater effluent, gray water, or other approved non-potable water sources for cooling towers, toilet flushing, irrigation, and other appropriate non-potable uses as the preferred use. Reuse systems must be properly designed, monitored, maintained, and protected against cross-connections, leaks, discharges, or seepage that could threaten public health or groundwater quality.

1.5 Low-Water Cooling Technology

Data centers should be required to use low-water or water-efficient cooling technology, including air-cooled, closed-loop, hybrid, direct-to-chip, or other demonstrably low-water systems. An applicant proposing a more water-intensive system should demonstrate that it provides equal or greater protection of local water resources and that no feasible lower-water alternative is available.

1.6 Water-Management Plan

Before approval, each applicant should submit a water-management plan identifying anticipated average and peak daily water demand; source or sources of water; proposed cooling technology; estimated annual water use; anticipated reclaimed-water, gray-water, wastewater generation; chemical-treatment practices; and potential effects on public-water capacity, wastewater capacity, streams, springs, wells, and groundwater resources.

1.7 Water Discharge Monitoring

Prohibit any unpermitted discharge of wastewater, process water, cooling water, fuel-contaminated runoff, chemicals, sediment, or other pollutants to surface waters, wetlands, drainageways, storm sewers, or groundwater. Data centers should be required to discharge all non-stormwater effluent to utilities with advanced treatment facilities such as CTUB. All onsite or offsite infrastructure required to treat effluent flows leaving the data center property and entering municipal owned system.

1.8 Wetlands and Marsh Protection

Data centers should not be located within wetlands, marshes, floodplains, or other environmentally sensitive areas. Data center should fund local watershed conservation and restoration efforts for the same water source that the cooling water is extracted from.

2. Protection of Air Quality and Public Health

2.1 Primary Use of Grid Power

Data centers in Jefferson County should be designed to operate primarily on electricity supplied through the regional electric grid.

2.2 Preference for Non-Combustion Backup Power

Where feasible, data centers should prioritize battery energy storage, redundant utility connections, and other non-combustion backup-power systems before relying on on-site fuel-fired generators. Backup systems should be designed to minimize air emissions, noise, fuel storage, traffic, and risks to neighboring residents and prioritize natural gas over diesel when available.

2.3 Major-Source Air-Permit Review

Every proposed data center should complete a comprehensive air-emissions assessment before County approval. Where projected emissions meet the legal threshold for a major source, the applicant must obtain all applicable major-source permits, including Prevention of Significant Deterioration or other New Source Review authorization, before construction or operation.

2.4 Best Available Emission Controls

Applicants should use the best available air-emissions control technology and operational practices appropriate to the facility. The analysis should evaluate cumulative emissions from all generators, boilers, cooling equipment, construction activity, delivery traffic, and other on-site emission sources, rather than considering each engine or source in isolation or phase of project.

2.5 Public Notice, Comment, and Hearing

All air-permit applications, emissions analyses, and supporting technical studies should be publicly available. Projects with significant emissions, substantial community interest, or potential effects on nearby homes, schools, farms, health-care facilities, or sensitive

environmental resources should be subject to a meaningful public-comment period and a locally accessible public hearing.

2.6 Responsible Outdoor Lighting Using Dark-Sky Standards

Comply with international illumination dark-sky standards.

3. Stormwater Management and Soil-Contamination Mitigation to Corresponding Local Jurisdiction

3.1 Stormwater and Drainage Protection

Jefferson County should require major data centers and other large-scale developments to protect neighboring properties, public infrastructure, streams, and water resources from stormwater impacts during construction and throughout the life of the project.

3.2 Independent Plans and Effective Controls

Applicants must submit independently reviewed stormwater, drainage, grading, and erosion-and-sediment-control plans. Effective controls must be installed and maintained before land disturbance begins, and construction should be phased to reduce exposed soil and unmanaged runoff.

3.3 No Increased Downstream Impacts

Applicants must demonstrate that the proposed development will not increase flooding, erosion, sedimentation, or drainage impacts on downstream properties, public roads, streams, springs, or other water resources.

3.4 Inspection, Enforcement, and Financial Assurance

The County should retain authority to conduct enhanced inspections, require immediate corrective action, and issue stop-work orders when stormwater or erosion-control measures fail. Applicants should provide adequate financial assurance so that cleanup, repairs, restoration, and project-related damages are paid by the developer—not residents or taxpayers.

4. Local Staff and First-Responder Safety Review

4.1 County and Fire-Rescue Review

Jefferson County should require major data centers and other large-scale developments to provide County staff and the local first-due fire station with a safety and operational review before construction begins and again before occupancy.

4.2 Required Safety Information

The review should address site access, building layout, fire-protection systems, water supply, hydrant locations and fire flow, utility shutoffs, fuel and battery systems, hazardous materials, emergency communications, and anticipated emergency-response needs.

4.3 Pre-Incident Planning and Developer Responsibility

Applicants should complete reasonable safety measures identified by local responders, including pre-incident planning, site walk-throughs, emergency drills, training, equipment evaluation, access improvements, and mutual-aid coordination. The applicant should bear the reasonable costs of project-specific planning, training, equipment, and mitigation measures necessary to safely serve the facility.

Noise, Setbacks, and Vegetative Screening			
Property Type	**Noise (dBA) Maximum**	**Setbacks (site & building)**	**Vegetative Screening**
Industrial Use or Zone	70 dBA	50 ft minimum	Minimal buffer along side and rear; complete buffering along frontage for 8-10 minimum height planting
Commercial Use or Zone	65 dBA	100 ft minimum	A mixture of plantings that is predominantly evergreen, 6-foot minimum height at planting. Complete buffering and screening required.
Agricultural/Residential Use or Zone	55 dBA	1,000 ft minimum	A mixture of plantings that is predominantly evergreen that is non-invasive with goal of providing native and/or hybrid native, 8–10-foot minimum height at planting. Staggered multi-layers as appropriate Complete buffering and screening required. Consider design factors such as walls or landscape to limit visual disturbance.
Institutional Use/Zone (schools, churches, etc.)	60 dBA	1,000 ft minimum	A mixture of plantings that is predominantly evergreen that is non-invasive with goal of providing native and/or hybrid native, 8–10-foot minimum height at planting. Staggered multi-layers as appropriate Complete buffering and screening required. Consider design factors such as walls or landscape to limit visual disturbance.
Any Historic Designation Property	55 dBA	1,000 ft minimum (from historic structure)	A mixture of plantings that is predominantly evergreen that is non-invasive with goal of providing native and/or hybrid native, 8–10-foot minimum height at planting. Staggered multi-layers as appropriate Complete buffering and screening required. Consider design factors such as walls or landscape to limit visual disturbance.

AGENDA ITEM 3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Two (2) Appointment to the Board of Zoning Appeals

This item is presented for Council's consideration of two appointments to the Board of Zoning Appeals, each for a term commencing in June 2026 and expiring December 31, 2028.

The Board of Zoning Appeals is responsible for hearing and deciding appeals from any order, requirement, decision, or determination related to the city's zoning code and its administration. Applicants must have been residents of the City of Ranson for at least three years prior tc appointment, may not be a member of the Planning Commission, and may not hold any other elective or appointive office within the city.

Board of Zoning Appeals is responsible for hearing and deciding appeals from any order, requirement, decision, or determination of the city's zoning code and its administration.

ATTACHMENTS:

BZA_Opening.docx
Joseph Alvini_Redacted.pdf
City of Ranson ~ Pat Riley_Redacted.pdf 2.pdf
David Gignilliat.pdf
Mark Henderson_Redacted.pdf
Makeda Williams Board Application_Redacted.pdf

City of Ranson Board of Zoning Appeals Opening

The City of Ranson is accepting applications for Two (2) opening on its Board of Zoning Appeals with a term of January 1, 2026- December 31, 2029, The Board of Zoning Appeals is responsible for hearing and deciding appeals from any order, requirement, decision, or determination of the city's zoning code and its administration. Applicants must be a resident of the City of Ranson for at least three years prior to appointment. Applicants cannot be a member of the Planning Commission. Applicants cannot hold any other elective or appointive office within the city.

Qualified residents of Ranson who are interested in serving on the Commission must complete an application form, which is available at www.ransonwv.gov. Materials should be submitted to cityclerk@ransonwv.gov A hard copy may also be mailed or delivered to attention of the City Clerk at City of Ranson, 312 S. Mildred Street, WV 25438. This position is open until it is filled with the first consideration at the Ranson City Council meeting October 20, 2026.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Joseph Alvini	
Address: [redacted]	**Zip:** 25438
Telephone Home: [redacted]	**Email:** j[redacted]
Occupation: Software Engineer	**Employer:** [redacted]
Do you reside in the City Limits of Ranson? ☒ Yes ☐ No If so, how long? Approximately 8 months	
Political Affiliation: ☐ Republican ☒ Independent ☐ Democrat ☐ Other	
Education: ☐ Elementary ☒ High School ☒ College ☒ Graduate School	
Degrees/Majors/Course of Study: B.S. Computer Science; M.S. Cloud Computing Architecture	
Please list Certifications, Licenses, or other Vocational Training received: Google Cloud Professional Cloud Architect; Dell Boomi Professional Developer Certification	
Please list volunteer and other community experience (list by date): Teaching coding and technology skills to underserved youth. Assisted with community technology initiatives and volunteer projects.	
If appointed, could you meet: ☐ Mornings ☒ Afternoons ☒ Evenings	
If appointed, could you meet: ☒ Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri.	

Check all areas in which you have experience and three (3) areas only in which you are interested.

EXP. INT.	EXP. INT.	EXP. INT.
☐ EXP. ☒ INT. Recreation	☒ EXP. ☐ INT. Business Management	☐ EXP. ☐ INT. Urban Concerns
☐ EXP. ☐ INT. Law/Police Matters	☐ EXP. ☐ INT. Cultural Activities	☒ EXP. ☐ INT. Fund Raising
☐ EXP. ☐ INT. Environment	☐ EXP. ☒ INT. Planning/Zoning	☐ EXP. ☐ INT. Construction Trades
☒ EXP. ☐ INT. Public Relations	☒ EXP. ☐ INT. Budgeting	☐ EXP. ☒ INT. Economic Development
☐ EXP. ☐ INT. Transportation	☒ EXP. ☐ INT. Youth	☐ EXP. ☐ INT. Health Issues
☒ EXP. ☐ INT. Volunteer Service	☒ EXP. ☐ INT. Aging Issues	☒ EXP. ☐ INT. Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ **Planning Commission**	☐ **Convention/Visitors Bureau**
☒ **Board of Zoning Appeals**	☒ **Parks and Recreation Comm.**
☐ **Police Civil Service Comm.**	☒ **Building Code Appeals Board**
☐ **Building Commission**	☐ **Council At-Large**

What Board, Commission or Committee have you served (or are serving) on? None at this time.

References

Name: Benjamin Davis	Phone No.[redacted]
Name: Rafiq Flucas	Phone No.: [redacted]

Please explain why you are a good candidate for the position:

I am a software engineer with experience analyzing complex information, evaluating competing requirements, and making objective, fact-based decisions. As a resident of Ranson, I am committed to contributing to the continued growth and success of our community. I believe effective public service requires fairness, accountability, and a willingness to listen to all perspectives. I would be honored to serve the City of Ranson and apply my professional skills to help ensure thoughtful and consistent decisions that benefit both residents and the community as a whole.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us. A hard copy may also be mailed or delivered to City of Ranson, 312 S. Mildred Street, WV 25438.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Patrick D. Riley

Address: [redacted] **Zip:** 25438

Telephone Home: [redacted] **Email:** [redacted]

Occupation: Business owner, contractor, farmer **Employer:** Self employed

Do you reside in the City Limits of Ranson? Yes [x] No [ ] **If so, how long?** 8 years

Political Affiliation: Republican [x] Independent [ ] Democrat [ ] Other [ ]

Education: Elementary [ ] High School [x] College [ ] Graduate School [ ]

Degrees/Majors/Course of Study:

Please list Certifications, Licenses, or other Vocational Training received:
Welding, Contractors License

Please list volunteer and other community experience (list by date):

If appointed, could you meet: Mornings [x] Afternoons [x] Evenings [x]

If appointed, could you meet: Mon. [x] Tues. [x] Wed. [x] Thurs. [x] Fri. [x]

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
[ ]	[ ]	Recreation	[x]	[ ]	Business Management	[ ]	[x]	Urban Concerns
[ ]	[ ]	Law/Police Matters	[ ]	[ ]	Cultural Activities	[ ]	[ ]	Fund Raising
[ ]	[ ]	Environment	[ ]	[x]	Planning/Zoning	[x]	[x]	Construction Trades
[ ]	[ ]	Public Relations	[x]	[ ]	Budgeting	[ ]	[ ]	Economic Development
[ ]	[ ]	Transportation	[ ]	[ ]	Youth	[ ]	[ ]	Health Issues
[ ]	[ ]	Volunteer Service	[ ]	[ ]	Aging Issues	[ ]	[ ]	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐	Planning Commission	☐	Convention/Visitors Bureau
☒	Board of Zoning Appeals	☐	Parks and Recreation Comm.
☐	Police Civil Service Comm.	☒	Building Code Appeals Board
☒	Building Commission	☒	Council At- Large

What Board, Commission or Committee have you served (or are serving) on?

References

Name:	**Phone No.:**
Name:	**Phone No.:**

Please explain why you are a good candidate for the position:

I have lived in Jefferson County most of my life. I am a local business owner and farmer. I am interested in serving my community.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

David K. Gignilliat
[redacted]
Ranson, West Virginia 25438

September 29, 2026

City of Ranson
Attn: City Clerk Darla Armstong, Mayor Ken Suits
& Members of the Ranson City Council
312 S. Preston Street
Ranson, WV 25438

RE: Letter of Interest for Appointment to Municipal Boards and Commissions (Building Commission, Board of Building Code Appeals, and Board of Zoning Appeals) — October 20, 2026 Regular Meeting

Dear Mayor Suits and Members of the Ranson City Council,

Please accept this letter as my formal application and expression of interest in serving the City of Ranson through appointment to the **Ranson Building Commission**, the **Board of Building Code Appeals**, or the **Board of Zoning Appeals (BZA)** in advance of candidate evaluations at the October 20, 2026 regular Council meeting.

As a four-year resident of Ranson, small business owner (Quixotica Creative, LLC), and former Commissioner on the Harpers Ferry Water Commission, I am deeply committed to the long-term governance, structural safety, and thoughtful growth of our community.

Growing up in Woodbridge, Virginia, I witnessed firsthand how a rapidly suburbanizing area underwent dramatic shifts in land use, infrastructure demand, and community identity throughout the 1980s and 1990s. That perspective gives me a personal, deeply grounded understanding of the exact growth and planning dynamics that Ranson and the Eastern Panhandle region are navigating today.

Key qualifications I bring to municipal board service include:

- **Nearly 20 Years of Building Trades & Licensing Development:** From 2007 through 2022, I served for 15 years in client support and sales operations with Nations Choice Exteriors, a Class A Home Improvement Contractor in Alexandria, VA. Since 2022, I have worked with Quality Renovation, LLC in Fairfax, VA, managing marketing initiatives and appointment setting operations for exterior remodeling and restoration work. Additionally, I have completed a self-study curriculum through the Maryland Home Improvement Commission (MHIC) in preparation for taking and passing the Maryland Class A contractor's

exam, aligning with my long-term plans to pursue equity ownership with partners in a regional contracting company conducting business in Maryland and Virginia.

- **Journalism Career, Financial Advisory Experience & Analytical Rigor:** With a professional career built in journalism and writing, alongside a decade as a licensed investment advisor and planner (Series 7 and Series 66), I approach every issue with investigative rigor, objective fact-checking, fiduciary responsibility, and sound fiscal analysis. Combined with my B.A. in Economics from the University of Virginia, this broad background ensures I evaluate applications, hardship claims, municipal asset decisions, and development proposals with complete analytical objectivity and attention to detail.
- **Statutory & Code Mastery (Ranson Code Chapters 5, 19, & 20):** I have conducted an in-depth review of Chapter 5 (*Buildings and Building Regulations*), Chapter 19 (*Zoning*), and Chapter 20 (*Boards, Committees and Commissions*, including Article I governing the Ranson Building Commission per W. Va. Code § 8-33-1 et seq.). I am thoroughly prepared to evaluate structural variance petitions, administrative appeals, and property oversight matters in strict accordance with local ordinances.
- **Proven Municipal & Utility Governance Experience:** In my former capacity as a Commissioner on the Harpers Ferry Water Commission, I actively participated in municipal utility oversight, capital asset planning, budget evaluation, and intergovernmental collaboration.

Whether serving on the **Building Commission** to support municipal asset management, reviewing technical hardship appeals on the **Board of Building Code Appeals**, or adjudicating land-use requests on the **Board of Zoning Appeals**, my goal is to deliver fair, transparent, and code-compliant service for the citizens of Ranson.

Thank you for your leadership and for considering my re-application. I welcome the opportunity to speak with you prior to or during the October 20th meeting.

Respectfully submitted,

David K. Gignilliat

Resident of Ranson, West Virginia

Commissioner, Harpers Ferry Water Commission

Owner, Quixotica Creative, LLC

Nicholas Bansal
[redacted]
Alexandria, VA 22310

September 29, 2026

City of Ranson
Attn: Mayor Ken Suits & Members of the Ranson City Council
312 S. Preston Street
Ranson, WV 25438

RE: Recommendation and Character Reference for David K. Gignilliat (Ranson Building Commission, Board of Building Code Appeals, Board of Zoning Appeals)

Dear Mayor Suits and Members of the Ranson City Council,

It is my distinct privilege to write this letter of reference in enthusiastic support of David K. Gignilliat for appointment to the Ranson Building Commission, the Board of Building Code Appeals, or the Board of Zoning Appeals.

Having worked closely with David across two prominent northern Virginia residential contracting firms—Nations Choice Exteriors and Quality Renovation, LLC—I can attest without reservation to his exceptional work ethic, deep operational understanding of the residential construction industry, and high standard of personal and professional integrity. Beyond our past and present professional collaborations, David and I are currently laying the groundwork for a prospective joint venture, Pro Remodeling, LLC, reflecting my total confidence in his business acumen, leadership, and vision.

Over his nearly two decades in the exterior remodeling and restoration sectors, David has developed an exceptional command of the residential contracting process. His experience spans the full lifecycle of home improvement—from exterior building envelope evaluation (roofing, siding, windows, and doors) to storm damage assessment and complex residential rebuilds.

David has consistently ranked as a top sales performer and marketing campaign strategist, driven by a rare combination of technical knowledge, seasoned financial literacy, and authentic, clear communication with homeowners. He possesses a natural ability to translate intricate structural and technical details into plain, accessible terms, earning the trust of clients and industry colleagues alike.

What truly sets David apart is his relentless intellectual drive and curiosity. Whether mastering the details of local building codes, completing self-study through the Maryland Home Improvement Commission (MHIC) for Class A contractor licensure, or examining suburban development patterns, David approaches every endeavor with thorough research, analytical rigor, and sound judgment. He would not merely look at a building project or land-use proposal on its surface; he would seek to understand the underlying economics, statutory framework, and long-term community impact.

David's background as a business owner, municipal utility commissioner, and seasoned exterior trades professional gives him a well-rounded, pragmatic perspective that would be an invaluable asset to the City of Ranson. He understands both the practical realities faced by property owners and builders, as well as the essential role that fair, code-compliant oversight plays in preserving public safety and community standards.

For these reasons, I strongly urge the Ranson City Council to appoint David K. Gignilliat to the Ranson Building Commission, the Board of Building Code Appeals, or the Board of Zoning Appeals at your October 20th meeting. Your city will gain a dedicated, intellectually rigorous, and highly capable public servant who will evaluate every matter before him with fairness and objectivity.

Please feel free to contact me directly if you require any additional information regarding David's qualifications or character.

Sincerely,

Nicholas Bansal

Quality Renovation, LLC

[redacted]

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointments to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Mark Henderson
Address: [redacted] Zip: 25438
Telephone Home: [redacted] Email: [redacted]
Occupation: Self-Employed Contractor / Remodeler Employer: Self-Employed
Do you reside in the City Limits of Ranson? Yes [X] No [ ] If so, how long? 19 years Political Affiliation: Republican [ ] Independent [ ] Democrat [ ] Other [ ]_____
Education: Elementary [ ] High School [X] College [ ] Graduate School [ ]
Degrees/Majors/Course of Study: Lackey High School diploma; two-year Remodeling Trade School (1981)

Check all areas in which you have experience and three (3) areas only in which you are interested.

EXP.	INT.	Recreation	EXP.	INT.	Business Management	EXP.	INT.	Urban Concerns
[ ]	[ ]	Law/Police Matters	[ ]	[ ]	Cultural Activities	[ ]	[ ]	Fund Raising
[ ]	[ ]	Environment	[X]	[X]	Planning/Zoning	[X]	[X]	Construction Trades
[X]	[ ]	Public Relations	[X]	[ ]	Budgeting	[X]	[X]	Economic Development
[ ]	[ ]	Transportation	[ ]	[ ]	Youth	[ ]	[ ]	Health Issues
[X]	[ ]	Volunteer Service	[ ]	[ ]	Aging Issues	[X]	[ ]	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

[X] Planning Commission
[X] Board of Zoning Appeals Parks and Recreation Comm. [ ]
Police Civil Service Comm. [ ] [X] Building Code Appeals Board
Building Commission [ ] Council At-Large [ ]
What Board, Commission or Committee have you served (or are serving) on? None listed / N/A
References Name: _____ Phone No.: _____ Name: _____ Phone No.: _____

City of Ranson — Board, Commission, and Committee Application

Certifications, Licenses, or other Vocational Training received:
NARI Lead Carpenter Program (2000); IICRC Water, Fire and Smoke Remediation Certification (2008).
Volunteer and other community experience (list by date):
_____ _____
If appointed, could you meet: Mornings [ ] Afternoons [ ] Evenings [ ]
If appointed, could you meet: Mon. [ ] Tues. [ ] Wed. [ ] Thurs. [ ] Fri. [ ]
Please explain why you are a good candidate for the position:
I bring more than four decades of hands-on construction, remodeling, restoration, and project-management experience, including work as a self-employed contractor in Ranson. My background includes planning and evaluating residential and commercial projects, estimating and budgeting, scheduling, permitting and code compliance, inspections, contractor oversight, and coordinating with property owners, architects, engineers, inspectors, developers, bankers, and municipal officials. I have managed projects ranging from approximately $300,000 to $3.5 million and understand how decisions involving zoning, building standards, property use, and development affect both residents and businesses. I would bring a practical, solutions-oriented perspective, strong construction knowledge, and decades of real-world experience to help the City of Ranson make thoughtful, responsible decisions as it continues to grow.

Application and any additional materials should be submitted to cityclerk@ransonwv.us. A hard copy may also be mailed or delivered to City of Ranson, 312 S. Mildred Street, Ranson, WV 25438.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name:	Makeda Williams		
Address:	[redacted]	**Zip:**	25438
Telephone Home:	[redacted]	**Email:**	[redacted]
Occupation:	Financial Educator	**Employer:**	[redacted]

Do you reside in the City Limits of Ranson? ☒ Yes ☐ No If so, how long? Approximately 8 months

Political Affiliation: ☐ Republican ☒ Independent ☐ Democrat ☐ Other

Education: ☐ Elementary ☐ High School ☒ College ☐ Graduate School

Degrees/Majors/Course of Study: B.S. Business Administration, Project Management Concentration; Magna Cum Laude

Please list Certifications, Licenses, or other Vocational Training received: Agile Leadership Principles Certification

Please list volunteer and other community experience (list by date): Developed and facilitated gaming-based social and recreational activities for mental health patients on a volunteer basis.

If appointed, could you meet: ☐ Mornings ☐ Afternoons ☒ Evenings

If appointed, could you meet: ☒ Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri.

Check all areas in which you have experience and three (3) areas only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☐	☒	Recreation	☒	☐	Business Management	☐	☐	Urban Concerns
☐	☐	Law/Police Matters	☐	☐	Cultural Activities	☒	☐	Fund Raising
☐	☐	Environment	☐	☒	Planning/Zoning	☐	☐	Construction Trades
☒	☐	Public Relations	☒	☐	Budgeting	☐	☒	Economic Development
☐	☐	Transportation	☐	☐	Youth	☒	☐	Health Issues
☒	☐	Volunteer Service	☒	☐	Aging Issues	☒	☐	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ **Planning Commission**	☐ **Convention/Visitors Bureau**
☒ **Board of Zoning Appeals**	☒ **Parks and Recreation Comm.**
☐ **Police Civil Service Comm.**	☒ **Building Code Appeals Board**
☐ **Building Commission**	☐ **Council At-Large**

What Board, Commission or Committee have you served (or are serving) on?	None at this time.
References	
Name: Nikki Smith	Phone No.: [redacted]
Name: Angelica Mattia	Phone No.: [redacted]

Please explain why you are a good candidate for the position:

As a resident of Ranson, I am committed to helping our community continue to grow and thrive. My professional background in healthcare and financial education has provided me with experience working with individuals from diverse backgrounds, solving problems, communicating effectively, and managing responsibilities with professionalism and accountability. In addition, my volunteer work supporting mental health patients and my experience assisting a disabled family member have strengthened my understanding of the importance of compassion, service, and community involvement. I would be honored to serve the City of Ranson and contribute thoughtful, fair, and responsible input that supports the best interests of our residents and community.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us. A hard copy may also be mailed or delivered to City of Ranson, 312 S. Mildred Street, WV 25438.

AGENDA ITEM 4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration for an Appointment to the Board of Building Commissioners - Term ending June 30, 2028

This vacancy has arisen due to a Commissioner resigning prior to the expiration of their term. Consistent with State law, staff has advertised the position and has recently received the included application in response to the vacancy announcement.

The criteria for appointments to the BUILDING COMMISSIONERS are outlined in accordance with Ranson City Code Sec. 20-4

- No more than two-thirds of the total number of members of the board of each commission shall be from the same political party; and
- No member of any such board shall hold any office (other than the office of notary public) or employment under the United States of America, the state, any county or political subdivision thereof, or any political party; and
- All members shall be residents of the municipality

ATTACHMENTS:

City of Ranson Building Commission.docx
Asher Rudolph.pdf
David Gignilliat.pdf

City of Ranson Building Commission - Open Positions

The City of Ranson is accepting applications for a partial-term appointment to the Ranson Building Commission. The term will end June 30, 2028. This Commission is responsible for overseeing the construction, maintenance, and, when necessary, the acquisition and disposal of city buildings and properties. Its duties include ensuring that projects meet quality standards, managing budgets, and complying with applicable regulations. To be eligible for appointment, applicants must meet the following criteria: no more than two-thirds of the Commission's members may belong to the same political party; members may not hold any office or employment under the United States government, the state, any county or political subdivision, or any political party (except the office of notary public). All members must be residents of the municipality they represent and may not be employed by the City of Ranson.

Qualified residents of Ranson who are interested in serving on the Commission must complete an application form available at www.ransonwv.gov any other supporting materials that demonstrate their qualifications to serve can be submitted. Materials should be submitted to cityclerk@ransonwv.gov A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438. This position is open until it is filled with the first consideration of candidates at the Ranson City Council meeting October 20, 2026 at 7:00 PM.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Asher Rudolph

Address: [redacted] **Zip:** 25438

Telephone Home: [redacted] **Email:** [redacted]

Occupation: Billing and Cost Modernization Specialist **Employer:** BPG-USA

Do you reside in the City Limits of Ranson? Yes [X] No [ ] **If so, how long?** 3 months

Political Affiliation: Republican [ ] Independent [X] Democrat [ ] Other [ ]

Education: Elementary [ ] High School [ ] College [X] Graduate School [ ]

Degrees/Majors/Course of Study:

Shepherd University - B.S. Applied Mathematics/Economics, May 2026; coursework in accounting and macroeconomics; independent study in land development/zoning

Please list Certifications, Licenses, or other Vocational Training received:

N/A

Please list volunteer and other community experience (list by date):

Mountain State Basketball Academy; community service through Shepherd University Athletics.

If appointed, could you meet: Mornings [ ] Afternoons [ ] Evenings [X]

If appointed, could you meet: Mon. [X] Tues. [X] Wed. [X] Thurs. [X] Fri. [X]

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
[X]	[ ]	Recreation	[X]	[ ]	Business Management	[ ]	[ ]	Urban Concerns
[ ]	[ ]	Law/Police Matters	[ ]	[ ]	Cultural Activities	[X]	[ ]	Fund Raising
[ ]	[ ]	Environment	[X]	[X]	Planning/Zoning	[ ]	[ ]	Construction Trades
[ ]	[ ]	Public Relations	[ ]	[X]	Budgeting	[X]	[X]	Economic Development
[ ]	[ ]	Transportation	[X]	[ ]	Youth	[ ]	[ ]	Health Issues
[X]	[ ]	Volunteer Service	[ ]	[ ]	Aging Issues	[ ]	[ ]	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

[X]	**Planning Commission**	[ ]	**Convention/Visitors Bureau**
[ ]	**Board of Zoning Appeals**	[X]	**Parks and Recreation Comm.**
[ ]	**Police Civil Service Comm.**	[ ]	**Building Code Appeals Board**
[X]	**Building Commission**	[ ]	**Council At- Large**

What Board, Commission or Committee have you served (or are serving) on? Shepherd Univ. SAAC - President (1 yr); member (3 yrs total).

References

Name: James Gatz, Mayor of Shepherdstown	**Phone** [redacted]
Name: Giancarlo Pacheco	**Phone No.:** [redacted]

Please explain why you are a good candidate for the position:

~~I would bring a combination of local government experience, quantitative analysis, and a strong interest in responsible community development. In my work with~~ the Town of Shepherdstown, I contributed to quantitative projects involving town revenue, planning, traffic patterns, and municipal services. I also led a research project that collected and analyzed qualitative and quantitative feedback from residents; that work helped inform a pilot program for the Market House area. My professional and academic background has trained me to evaluate data, budgets, costs, and competing alternatives carefully. As a newer Ranson resident, I am interested in contributing that analytical perspective to the community and supporting practical, accountable decisions about public facilities, development, and long-term investment.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

David K. Gignilliat
[redacted]
Ranson, West Virginia 25438

September 29, 2026

City of Ranson
Attn: City Clerk Darla Armstong, Mayor Ken Suits
& Members of the Ranson City Council
312 S. Preston Street
Ranson, WV 25438

RE: Letter of Interest for Appointment to Municipal Boards and Commissions (Building Commission, Board of Building Code Appeals, and Board of Zoning Appeals) — October 20, 2026 Regular Meeting

Dear Mayor Suits and Members of the Ranson City Council,

Please accept this letter as my formal application and expression of interest in serving the City of Ranson through appointment to the **Ranson Building Commission**, the **Board of Building Code Appeals**, or the **Board of Zoning Appeals (BZA)** in advance of candidate evaluations at the October 20, 2026 regular Council meeting.

As a four-year resident of Ranson, small business owner (Quixotica Creative, LLC), and former Commissioner on the Harpers Ferry Water Commission, I am deeply committed to the long-term governance, structural safety, and thoughtful growth of our community.

Growing up in Woodbridge, Virginia, I witnessed firsthand how a rapidly suburbanizing area underwent dramatic shifts in land use, infrastructure demand, and community identity throughout the 1980s and 1990s. That perspective gives me a personal, deeply grounded understanding of the exact growth and planning dynamics that Ranson and the Eastern Panhandle region are navigating today.

Key qualifications I bring to municipal board service include:

- **Nearly 20 Years of Building Trades & Licensing Development:** From 2007 through 2022, I served for 15 years in client support and sales operations with Nations Choice Exteriors, a Class A Home Improvement Contractor in Alexandria, VA. Since 2022, I have worked with Quality Renovation, LLC in Fairfax, VA, managing marketing initiatives and appointment setting operations for exterior remodeling and restoration work. Additionally, I have completed a self-study curriculum through the Maryland Home Improvement Commission (MHIC) in preparation for taking and passing the Maryland Class A contractor's

exam, aligning with my long-term plans to pursue equity ownership with partners in a regional contracting company conducting business in Maryland and Virginia.

- **Journalism Career, Financial Advisory Experience & Analytical Rigor:** With a professional career built in journalism and writing, alongside a decade as a licensed investment advisor and planner (Series 7 and Series 66), I approach every issue with investigative rigor, objective fact-checking, fiduciary responsibility, and sound fiscal analysis. Combined with my B.A. in Economics from the University of Virginia, this broad background ensures I evaluate applications, hardship claims, municipal asset decisions, and development proposals with complete analytical objectivity and attention to detail.
- **Statutory & Code Mastery (Ranson Code Chapters 5, 19, & 20):** I have conducted an in-depth review of Chapter 5 (*Buildings and Building Regulations*), Chapter 19 (*Zoning*), and Chapter 20 (*Boards, Committees and Commissions*, including Article I governing the Ranson Building Commission per W. Va. Code § 8-33-1 et seq.). I am thoroughly prepared to evaluate structural variance petitions, administrative appeals, and property oversight matters in strict accordance with local ordinances.
- **Proven Municipal & Utility Governance Experience:** In my former capacity as a Commissioner on the Harpers Ferry Water Commission, I actively participated in municipal utility oversight, capital asset planning, budget evaluation, and intergovernmental collaboration.

Whether serving on the **Building Commission** to support municipal asset management, reviewing technical hardship appeals on the **Board of Building Code Appeals**, or adjudicating land-use requests on the **Board of Zoning Appeals**, my goal is to deliver fair, transparent, and code-compliant service for the citizens of Ranson.

Thank you for your leadership and for considering my re-application. I welcome the opportunity to speak with you prior to or during the October 20th meeting.

Respectfully submitted,

David K. Gignilliat

Resident of Ranson, West Virginia

Commissioner, Harpers Ferry Water Commission

Owner, Quixotica Creative, LLC

Nicholas Bansal
[redacted]
Alexandria, VA 22310

September 29, 2026

City of Ranson
Attn: Mayor Ken Suits & Members of the Ranson City Council
312 S. Preston Street
Ranson, WV 25438

RE: Recommendation and Character Reference for David K. Gignilliat (Ranson Building Commission, Board of Building Code Appeals, Board of Zoning Appeals)

Dear Mayor Suits and Members of the Ranson City Council,

It is my distinct privilege to write this letter of reference in enthusiastic support of David K. Gignilliat for appointment to the Ranson Building Commission, the Board of Building Code Appeals, or the Board of Zoning Appeals.

Having worked closely with David across two prominent northern Virginia residential contracting firms—Nations Choice Exteriors and Quality Renovation, LLC—I can attest without reservation to his exceptional work ethic, deep operational understanding of the residential construction industry, and high standard of personal and professional integrity. Beyond our past and present professional collaborations, David and I are currently laying the groundwork for a prospective joint venture, Pro Remodeling, LLC, reflecting my total confidence in his business acumen, leadership, and vision.

Over his nearly two decades in the exterior remodeling and restoration sectors, David has developed an exceptional command of the residential contracting process. His experience spans the full lifecycle of home improvement—from exterior building envelope evaluation (roofing, siding, windows, and doors) to storm damage assessment and complex residential rebuilds.

David has consistently ranked as a top sales performer and marketing campaign strategist, driven by a rare combination of technical knowledge, seasoned financial literacy, and authentic, clear communication with homeowners. He possesses a natural ability to translate intricate structural and technical details into plain, accessible terms, earning the trust of clients and industry colleagues alike.

What truly sets David apart is his relentless intellectual drive and curiosity. Whether mastering the details of local building codes, completing self-study through the Maryland Home Improvement Commission (MHIC) for Class A contractor licensure, or examining suburban development patterns, David approaches every endeavor with thorough research, analytical rigor, and sound judgment. He would not merely look at a building project or land-use proposal on its surface; he would seek to understand the underlying economics, statutory framework, and long-term community impact.

David's background as a business owner, municipal utility commissioner, and seasoned exterior trades professional gives him a well-rounded, pragmatic perspective that would be an invaluable asset to the City of Ranson. He understands both the practical realities faced by property owners and builders, as well as the essential role that fair, code-compliant oversight plays in preserving public safety and community standards.

For these reasons, I strongly urge the Ranson City Council to appoint David K. Gignilliat to the Ranson Building Commission, the Board of Building Code Appeals, or the Board of Zoning Appeals at your October 20th meeting. Your city will gain a dedicated, intellectually rigorous, and highly capable public servant who will evaluate every matter before him with fairness and objectivity.

Please feel free to contact me directly if you require any additional information regarding David's qualifications or character.

Sincerely,

Nicholas Bansal

Quality Renovation, LLC

[redacted]

AGENDA ITEM 5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Three (3) Appointments to the Ranson Building Code Appeals Board.

One (1) term of Current ending December 31, 2028. Two openings for the term of July 1, 2026 and ending on June 30, 2028. The Building Code Appeals Board assists the city in considering appeals of decisions made by Ranson building officials and other matters related to Ranson building code enforcement. To be eligible for appointment, applicants must meet the following criteria: Must be a qualified resident of the City of Ranson. Must have experience and training relevant to building construction and be qualified to review and make decisions on building-related matters. Members cannot be employees of the City of Ranson.

ATTACHMENTS:

Building_Code_Appeals_Board.docx
Makeda Williams Board Application_Redacted.pdf
Joseph Alvini_Redacted.pdf
City of Ranson ~ Pat Riley_Redacted.pdf 2.pdf
David Gignilliat.pdf
Mark Henderson_Redacted.pdf

City of Ranson Building Code Appeals Board

The City of Ranson is seeking applicants for Three (3) opening on the Ranson Building Code Appeals Board. One (1) term of Current ending December 31, 2028. Two openings for the term of July 1, 2026 and ending on June 30, 2028. The Building Code Appeals Board assists the city in considering appeals of decisions made by Ranson building officials and other matters related to Ranson building code enforcement. To be eligible for appointment, applicants must meet the following criteria: Must be a qualified resident of the City of Ranson. Must have experience and training relevant to building construction and be qualified to review and make decisions on building-related matters. Members cannot be employees of the City of Ranson.

Qualified residents of Ranson who are interested in serving on the Board must complete an application form available at www.ransonwv.gov any other supporting materials that demonstrate their qualifications to serve can be submitted. Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438. This position is open until it is filled with first consideration of candidates scheduled for October 20, 2026.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name:	Makeda Williams		
Address:	[redacted]	**Zip:**	25438
Telephone Home:	[redacted]	**Email:**	[redacted]
Occupation:	Financial Educator	**Employer:**	[redacted]
Do you reside in the City Limits of Ranson?	☒ Yes ☐ No	If so, how long?	Approximately 8 months
Political Affiliation:	☐ Republican ☒ Independent ☐ Democrat ☐ Other		
Education:	☐ Elementary ☐ High School ☒ College ☐ Graduate School		
Degrees/Majors/Course of Study:	B.S. Business Administration, Project Management Concentration; Magna Cum Laude		
Please list Certifications, Licenses, or other Vocational Training received:	Agile Leadership Principles Certification		
Please list volunteer and other community experience (list by date):	Developed and facilitated gaming-based social and recreational activities for mental health patients on a volunteer basis.		
If appointed, could you meet:	☐ Mornings ☐ Afternoons ☒ Evenings		
If appointed, could you meet:	☒ Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri.		

Check all areas in which you have experience and three (3) areas only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☐	☒	Recreation	☒	☐	Business Management	☐	☐	Urban Concerns
☐	☐	Law/Police Matters	☐	☐	Cultural Activities	☒	☐	Fund Raising
☐	☐	Environment	☐	☒	Planning/Zoning	☐	☐	Construction Trades
☒	☐	Public Relations	☒	☐	Budgeting	☐	☒	Economic Development
☐	☐	Transportation	☐	☐	Youth	☒	☐	Health Issues
☒	☐	Volunteer Service	☒	☐	Aging Issues	☒	☐	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ **Planning Commission**	☐ **Convention/Visitors Bureau**
☒ **Board of Zoning Appeals**	☒ **Parks and Recreation Comm.**
☐ **Police Civil Service Comm.**	☒ **Building Code Appeals Board**
☐ **Building Commission**	☐ **Council At-Large**

What Board, Commission or Committee have you served (or are serving) on?	None at this time.
References	
Name: Nikki Smith	Phone No.: [redacted]
Name: Angelica Mattia	Phone No.: [redacted]

Please explain why you are a good candidate for the position:

As a resident of Ranson, I am committed to helping our community continue to grow and thrive. My professional background in healthcare and financial education has provided me with experience working with individuals from diverse backgrounds, solving problems, communicating effectively, and managing responsibilities with professionalism and accountability. In addition, my volunteer work supporting mental health patients and my experience assisting a disabled family member have strengthened my understanding of the importance of compassion, service, and community involvement. I would be honored to serve the City of Ranson and contribute thoughtful, fair, and responsible input that supports the best interests of our residents and community.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us. A hard copy may also be mailed or delivered to City of Ranson, 312 S. Mildred Street, WV 25438.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Joseph Alvini	
Address: [redacted]	**Zip:** 25438
Telephone Home: [redacted]	**Email:** j[redacted]
Occupation: Software Engineer	**Employer:** [redacted]
Do you reside in the City Limits of Ranson? ☒ Yes ☐ No If so, how long? Approximately 8 months	
Political Affiliation: ☐ Republican ☒ Independent ☐ Democrat ☐ Other	
Education: ☐ Elementary ☒ High School ☒ College ☒ Graduate School	
Degrees/Majors/Course of Study: B.S. Computer Science; M.S. Cloud Computing Architecture	
Please list Certifications, Licenses, or other Vocational Training received: Google Cloud Professional Cloud Architect; Dell Boomi Professional Developer Certification	
Please list volunteer and other community experience (list by date): Teaching coding and technology skills to underserved youth. Assisted with community technology initiatives and volunteer projects.	
If appointed, could you meet: ☐ Mornings ☒ Afternoons ☒ Evenings	
If appointed, could you meet: ☒ Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri.	

Check all areas in which you have experience and three (3) areas only in which you are interested.

EXP. INT.	EXP. INT.	EXP. INT.
☐ EXP. ☒ INT. Recreation	☒ EXP. ☐ INT. Business Management	☐ EXP. ☐ INT. Urban Concerns
☐ EXP. ☐ INT. Law/Police Matters	☐ EXP. ☐ INT. Cultural Activities	☒ EXP. ☐ INT. Fund Raising
☐ EXP. ☐ INT. Environment	☐ EXP. ☒ INT. Planning/Zoning	☐ EXP. ☐ INT. Construction Trades
☒ EXP. ☐ INT. Public Relations	☒ EXP. ☐ INT. Budgeting	☐ EXP. ☒ INT. Economic Development
☐ EXP. ☐ INT. Transportation	☒ EXP. ☐ INT. Youth	☐ EXP. ☐ INT. Health Issues
☒ EXP. ☐ INT. Volunteer Service	☒ EXP. ☐ INT. Aging Issues	☒ EXP. ☐ INT. Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ **Planning Commission**	☐ **Convention/Visitors Bureau**
☒ **Board of Zoning Appeals**	☒ **Parks and Recreation Comm.**
☐ **Police Civil Service Comm.**	☒ **Building Code Appeals Board**
☐ **Building Commission**	☐ **Council At-Large**

What Board, Commission or Committee have you served (or are serving) on? None at this time.

References

Name: Benjamin Davis	Phone No.[redacted]
Name: Rafiq Flucas	Phone No.: [redacted]

Please explain why you are a good candidate for the position:

I am a software engineer with experience analyzing complex information, evaluating competing requirements, and making objective, fact-based decisions. As a resident of Ranson, I am committed to contributing to the continued growth and success of our community. I believe effective public service requires fairness, accountability, and a willingness to listen to all perspectives. I would be honored to serve the City of Ranson and apply my professional skills to help ensure thoughtful and consistent decisions that benefit both residents and the community as a whole.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us. A hard copy may also be mailed or delivered to City of Ranson, 312 S. Mildred Street, WV 25438.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Patrick D. Riley

Address: [redacted] **Zip:** 25438

Telephone Home: [redacted] **Email:** [redacted]

Occupation: Business owner, contractor, farmer **Employer:** Self employed

Do you reside in the City Limits of Ranson? Yes [x] No [ ] **If so, how long?** 8 years

Political Affiliation: Republican [x] Independent [ ] Democrat [ ] Other [ ]

Education: Elementary [ ] High School [x] College [ ] Graduate School [ ]

Degrees/Majors/Course of Study:

Please list Certifications, Licenses, or other Vocational Training received:
Welding, Contractors License

Please list volunteer and other community experience (list by date):

If appointed, could you meet: Mornings [x] Afternoons [x] Evenings [x]

If appointed, could you meet: Mon. [x] Tues. [x] Wed. [x] Thurs. [x] Fri. [x]

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
[ ]	[ ]	Recreation	[x]	[ ]	Business Management	[ ]	[x]	Urban Concerns
[ ]	[ ]	Law/Police Matters	[ ]	[ ]	Cultural Activities	[ ]	[ ]	Fund Raising
[ ]	[ ]	Environment	[ ]	[x]	Planning/Zoning	[x]	[x]	Construction Trades
[ ]	[ ]	Public Relations	[x]	[ ]	Budgeting	[ ]	[ ]	Economic Development
[ ]	[ ]	Transportation	[ ]	[ ]	Youth	[ ]	[ ]	Health Issues
[ ]	[ ]	Volunteer Service	[ ]	[ ]	Aging Issues	[ ]	[ ]	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐	Planning Commission	☐	Convention/Visitors Bureau
☒	Board of Zoning Appeals	☐	Parks and Recreation Comm.
☐	Police Civil Service Comm.	☒	Building Code Appeals Board
☒	Building Commission	☒	Council At- Large

What Board, Commission or Committee have you served (or are serving) on?

References

Name:	**Phone No.:**
Name:	**Phone No.:**

Please explain why you are a good candidate for the position:

I have lived in Jefferson County most of my life. I am a local business owner and farmer. I am interested in serving my community.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

David K. Gignilliat
[redacted]
Ranson, West Virginia 25438

September 29, 2026

City of Ranson
Attn: City Clerk Darla Armstong, Mayor Ken Suits
& Members of the Ranson City Council
312 S. Preston Street
Ranson, WV 25438

RE: Letter of Interest for Appointment to Municipal Boards and Commissions (Building Commission, Board of Building Code Appeals, and Board of Zoning Appeals) — October 20, 2026 Regular Meeting

Dear Mayor Suits and Members of the Ranson City Council,

Please accept this letter as my formal application and expression of interest in serving the City of Ranson through appointment to the **Ranson Building Commission**, the **Board of Building Code Appeals**, or the **Board of Zoning Appeals (BZA)** in advance of candidate evaluations at the October 20, 2026 regular Council meeting.

As a four-year resident of Ranson, small business owner (Quixotica Creative, LLC), and former Commissioner on the Harpers Ferry Water Commission, I am deeply committed to the long-term governance, structural safety, and thoughtful growth of our community.

Growing up in Woodbridge, Virginia, I witnessed firsthand how a rapidly suburbanizing area underwent dramatic shifts in land use, infrastructure demand, and community identity throughout the 1980s and 1990s. That perspective gives me a personal, deeply grounded understanding of the exact growth and planning dynamics that Ranson and the Eastern Panhandle region are navigating today.

Key qualifications I bring to municipal board service include:

- **Nearly 20 Years of Building Trades & Licensing Development:** From 2007 through 2022, I served for 15 years in client support and sales operations with Nations Choice Exteriors, a Class A Home Improvement Contractor in Alexandria, VA. Since 2022, I have worked with Quality Renovation, LLC in Fairfax, VA, managing marketing initiatives and appointment setting operations for exterior remodeling and restoration work. Additionally, I have completed a self-study curriculum through the Maryland Home Improvement Commission (MHIC) in preparation for taking and passing the Maryland Class A contractor's

exam, aligning with my long-term plans to pursue equity ownership with partners in a regional contracting company conducting business in Maryland and Virginia.

- **Journalism Career, Financial Advisory Experience & Analytical Rigor:** With a professional career built in journalism and writing, alongside a decade as a licensed investment advisor and planner (Series 7 and Series 66), I approach every issue with investigative rigor, objective fact-checking, fiduciary responsibility, and sound fiscal analysis. Combined with my B.A. in Economics from the University of Virginia, this broad background ensures I evaluate applications, hardship claims, municipal asset decisions, and development proposals with complete analytical objectivity and attention to detail.
- **Statutory & Code Mastery (Ranson Code Chapters 5, 19, & 20):** I have conducted an in-depth review of Chapter 5 (*Buildings and Building Regulations*), Chapter 19 (*Zoning*), and Chapter 20 (*Boards, Committees and Commissions*, including Article I governing the Ranson Building Commission per W. Va. Code § 8-33-1 et seq.). I am thoroughly prepared to evaluate structural variance petitions, administrative appeals, and property oversight matters in strict accordance with local ordinances.
- **Proven Municipal & Utility Governance Experience:** In my former capacity as a Commissioner on the Harpers Ferry Water Commission, I actively participated in municipal utility oversight, capital asset planning, budget evaluation, and intergovernmental collaboration.

Whether serving on the **Building Commission** to support municipal asset management, reviewing technical hardship appeals on the **Board of Building Code Appeals**, or adjudicating land-use requests on the **Board of Zoning Appeals**, my goal is to deliver fair, transparent, and code-compliant service for the citizens of Ranson.

Thank you for your leadership and for considering my re-application. I welcome the opportunity to speak with you prior to or during the October 20th meeting.

Respectfully submitted,

David K. Gignilliat

Resident of Ranson, West Virginia

Commissioner, Harpers Ferry Water Commission

Owner, Quixotica Creative, LLC

Nicholas Bansal
[redacted]
Alexandria, VA 22310

September 29, 2026

City of Ranson
Attn: Mayor Ken Suits & Members of the Ranson City Council
312 S. Preston Street
Ranson, WV 25438

RE: Recommendation and Character Reference for David K. Gignilliat (Ranson Building Commission, Board of Building Code Appeals, Board of Zoning Appeals)

Dear Mayor Suits and Members of the Ranson City Council,

It is my distinct privilege to write this letter of reference in enthusiastic support of David K. Gignilliat for appointment to the Ranson Building Commission, the Board of Building Code Appeals, or the Board of Zoning Appeals.

Having worked closely with David across two prominent northern Virginia residential contracting firms—Nations Choice Exteriors and Quality Renovation, LLC—I can attest without reservation to his exceptional work ethic, deep operational understanding of the residential construction industry, and high standard of personal and professional integrity. Beyond our past and present professional collaborations, David and I are currently laying the groundwork for a prospective joint venture, Pro Remodeling, LLC, reflecting my total confidence in his business acumen, leadership, and vision.

Over his nearly two decades in the exterior remodeling and restoration sectors, David has developed an exceptional command of the residential contracting process. His experience spans the full lifecycle of home improvement—from exterior building envelope evaluation (roofing, siding, windows, and doors) to storm damage assessment and complex residential rebuilds.

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What truly sets David apart is his relentless intellectual drive and curiosity. Whether mastering the details of local building codes, completing self-study through the Maryland Home Improvement Commission (MHIC) for Class A contractor licensure, or examining suburban development patterns, David approaches every endeavor with thorough research, analytical rigor, and sound judgment. He would not merely look at a building project or land-use proposal on its surface; he would seek to understand the underlying economics, statutory framework, and long-term community impact.

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For these reasons, I strongly urge the Ranson City Council to appoint David K. Gignilliat to the Ranson Building Commission, the Board of Building Code Appeals, or the Board of Zoning Appeals at your October 20th meeting. Your city will gain a dedicated, intellectually rigorous, and highly capable public servant who will evaluate every matter before him with fairness and objectivity.

Please feel free to contact me directly if you require any additional information regarding David's qualifications or character.

Sincerely,

Nicholas Bansal

Quality Renovation, LLC

[redacted]

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointments to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Mark Henderson
Address: [redacted] Zip: 25438
Telephone Home: [redacted] Email: [redacted]
Occupation: Self-Employed Contractor / Remodeler Employer: Self-Employed
Do you reside in the City Limits of Ranson? Yes [X] No [ ] If so, how long? 19 years Political Affiliation: Republican [ ] Independent [ ] Democrat [ ] Other [ ]_____
Education: Elementary [ ] High School [X] College [ ] Graduate School [ ]
Degrees/Majors/Course of Study: Lackey High School diploma; two-year Remodeling Trade School (1981)

Check all areas in which you have experience and three (3) areas only in which you are interested.

EXP.	INT.	Recreation	EXP.	INT.	Business Management	EXP.	INT.	Urban Concerns
[ ]	[ ]	Law/Police Matters	[ ]	[ ]	Cultural Activities	[ ]	[ ]	Fund Raising
[ ]	[ ]	Environment	[X]	[X]	Planning/Zoning	[X]	[X]	Construction Trades
[X]	[ ]	Public Relations	[X]	[ ]	Budgeting	[X]	[X]	Economic Development
[ ]	[ ]	Transportation	[ ]	[ ]	Youth	[ ]	[ ]	Health Issues
[X]	[ ]	Volunteer Service	[ ]	[ ]	Aging Issues	[X]	[ ]	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

[X] Planning Commission
[X] Board of Zoning Appeals Parks and Recreation Comm. [ ]
Police Civil Service Comm. [ ] [X] Building Code Appeals Board
Building Commission [ ] Council At-Large [ ]
What Board, Commission or Committee have you served (or are serving) on? None listed / N/A
References Name: _____ Phone No.: _____ Name: _____ Phone No.: _____

City of Ranson — Board, Commission, and Committee Application

Certifications, Licenses, or other Vocational Training received:
NARI Lead Carpenter Program (2000); IICRC Water, Fire and Smoke Remediation Certification (2008).
Volunteer and other community experience (list by date):
_____ _____
If appointed, could you meet: Mornings [ ] Afternoons [ ] Evenings [ ]
If appointed, could you meet: Mon. [ ] Tues. [ ] Wed. [ ] Thurs. [ ] Fri. [ ]
Please explain why you are a good candidate for the position:
I bring more than four decades of hands-on construction, remodeling, restoration, and project-management experience, including work as a self-employed contractor in Ranson. My background includes planning and evaluating residential and commercial projects, estimating and budgeting, scheduling, permitting and code compliance, inspections, contractor oversight, and coordinating with property owners, architects, engineers, inspectors, developers, bankers, and municipal officials. I have managed projects ranging from approximately $300,000 to $3.5 million and understand how decisions involving zoning, building standards, property use, and development affect both residents and businesses. I would bring a practical, solutions-oriented perspective, strong construction knowledge, and decades of real-world experience to help the City of Ranson make thoughtful, responsible decisions as it continues to grow.

Application and any additional materials should be submitted to cityclerk@ransonwv.us. A hard copy may also be mailed or delivered to City of Ranson, 312 S. Mildred Street, Ranson, WV 25438.

AGENDA ITEM 6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Community & Economic Development

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: 2026 - 05 First reading Ordinance Article VIII. Flood Plain Ordinace

On May 27, 2026, the City of Ranson received a letter from the Federal Emergency Managemen Agency (FEMA) that a new Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) f the City of Ranson has been completed, which establishes an updated flood hazard determination for the City. Because the FIS report has been completed, we are required to update our floodplair ordinance within 6 months of the letter's date, which would be November 27, 2026. As a condition of continued eligibility in the National Flood Insurance Program (NFIP), the City must adopt or shov evidence of adoption of regulations that meet the standards of 44 CFR Part 60.3(b) by the FIRM effective date.

The last time that the floodplain ordinance was updated was in January 2010. I contacted the State NFIP/CTP Coordinator for guidance as to the best course of action to update our ordinance. Th coordinator sent me a model ordinance as a guide to ensure compliance with all requirements of 44 CFR Part 60.3(b) since our last update. The proposed ordinance is based on the model ordinance provided.

Although there are several changes, these changes are minor in nature. There are updated definitions, changes in terminology, new training and reporting requirements for the Floodplain Administrator, some newer scientific standards, procedures for the BZA for variances to the ordinance, and updated square footage and valuation figures. The main standards have not changed, such as freeboard requirements, and do not require additional restrictions on development standards.

ATTACHMENTS:

Fema.pdf
2026 Floodplain ordinance - redlined .docx
2026 Floodplain ordinance - clean copy final.docx

U.S. Department of Homeland Security
Washington, DC 20472

FEMA

May 27, 2026

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
19P

The Honorable Ken Suits
Mayor, City of Ranson
312 South Mildred Street
Ranson, WV 25438

Community Name: City of Ranson, Jefferson County, West Virginia
Community No.: 540068
Map Panels Affected: See FIRM Index

Dear Mayor Suits:

This is to notify you of the final flood hazard determination for Jefferson County, West Virginia and Incorporated Areas, in compliance with Title 44, Chapter I, Part 67, Section 67.11, Code of Federal Regulations (CFR). This section requires that notice of final flood hazards shall be sent to the Chief Executive Officer of the community, all individual appellants, and the State Coordinating Agency, and shall be published in the *Federal Register*.

The statutory 90-day appeal period that was initiated for your community when the Department of Homeland Security's Federal Emergency Management Agency (FEMA) published a notice of proposed flood hazard determinations for your community in the local newspaper has elapsed.

FEMA did not receive any appeals of the proposed flood hazard determinations or submittals regarding the Revised Preliminary Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) during that time.

Accordingly, the flood hazard determinations for your community are considered final. The final notice for flood hazard determinations will be published in the *Federal Register* as soon as possible. The FIS report and FIRM for your community will become effective on November 27, 2026. Before the effective date, we will send your community final printed copies of the FIS report and FIRM. For insurance purposes, the community number and new suffix code for the panels being revised are indicated on the FIRM and must be used for all new policies and renewals.

Because the FIS report for your community has been completed, certain additional requirements must be met under Section 1361 of the National Flood Insurance Act of 1968, as amended, within 6 months from the date of this letter.

It must be emphasized that all the standards specified in 44 CFR Part 60.3(d) of the National Flood Insurance Program (NFIP) regulations must be enacted in a legally enforceable document. This includes adoption of the current effective FIS report and FIRM to which the regulations apply and other modifications made by this map revision. Some of the standards should already have been enacted by your community in order to establish initial eligibility in the NFIP. Your community can meet any additional requirements by taking one of the following actions in this Paragraph of the NFIP regulations:

1. Amending existing regulations to incorporate any additional requirements of 44 CFR Part 60.3(d)

2. Adopting all the standards of 44 CFR Part 60.3(d) into one new, comprehensive set of regulations; or

3. Showing evidence that regulations have previously been adopted that meet or exceed the minimum requirements of 44 CFR Part 60.3(d).

Also, prior to the effective date, your community is required, as a condition of continued eligibility in the NFIP, to adopt or show evidence of adoption of the floodplain management regulations that meet the standards of 44 CFR Part 60.3(d) of the NFIP regulations by the effective date of the FIRM. These standards are the minimum requirements and do not supersede any State or local requirements of a more stringent nature.

Many states and communities have adopted building codes based on the International Codes (I-Codes); the model I-Codes (2009 and more recent editions) contain flood provisions that either meet or exceed the minimum requirements of the NFIP for buildings and structures. The model codes also contain provisions, currently found in an appendix to the International Building Code, that apply to other types of development and NFIP requirements. In these cases, communities should request review by the NFIP State Coordinator to ensure that local floodplain management regulations are coordinated (not duplicative or inconsistent) with the State or Local building code. FEMA's resource, *Reducing Flood Losses through the International Code: Coordinating Building Codes and Floodplain Management Regulations, 5th Edition (2019)*, provides some guidance on this subject and is available at https://www.fema.gov/emergency-managers/risk-management/building-science/building-codes/flood.

Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) as amended, and 44 CFR Part 59.24.

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions (SOMA) to document previous Letters of Map Change (LOMC) actions (i.e., Letters of Map Amendment, Letters of Map Revision) that will be affected when the revised FIRM panels referenced above become effective. If no LOMCs were issued previously for your community, you are receiving a SOMA for informational purposes only.

Once the FIS report and FIRM are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided for use in a computer mapping system. These files can be used in conjunction with other thematic data for floodplain management purposes, insurance

requirements, and many other planning applications. Copies of the digital files of the FIRM panels may be obtained by calling our FEMA Mapping and Insurance eXchange (FMIX), toll free, at (877) 336-2627 (877-FEMA MAP) or by visiting the Map Service Center at https://www.msc.fema.gov. In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

For assistance with your floodplain management ordinance or enacting the floodplain management regulations, please contact Julia Sears, NFIP State Coordinator for West Virginia by telephone at (304) 989-8330. If you should require any additional information, we suggest that you contact the Director, Mitigation Division of FEMA, Region 3 at (215) 931-5500 for assistance. If you have any questions concerning mapping issues in general or the enclosed SOMA, please call our FMIX at the telephone number shown above. Additional information and resources you may find helpful regarding the NFIP and floodplain management can be found on our website at https://www.fema.gov/flood-maps.

Sincerely,

David N. Bascom, Acting Director
Engineering and Modeling Division
Federal Insurance Directorate, Resilience

Enclosure:
Final SOMA

cc: Community Map Repository
Todd Wilt, City Manager, City of Ranson

Ordinance 2026-05 – Amending the Ranson Municipal Code, PART II – The Code Chapter 5 – Buildings; Construction and Related Activities Article VIII. Flood Plain Ordinance

AN ORDINANCE to amend the entire Article VIII of the Ranson Municipal Code as more specifically set forth below to meet the requirements of Section 44 CFR Part 60.3(d) of the National Flood Insurance Program.

WHEREAS, the City Council seeks to be in compliance with Section 44 CFR Part 60.3(d) of the National Flood Insurance Program, to continue eligibility in the National Flood Insurance Program,

NOW THEREFORE, be it enacted and ordained by the Council of the City of Ranson, West Virginia, Chapter 5, Article VIII of the Ranson Municipal Code is amended as follows:

ARTICLE VIII. FLOODPLAIN ORDINANCE[1]

Sec. 5-160. Authority.

(a) The provisions of this article have been prepared with the intention of meeting the requirements of the National Flood Insurance Act of 1968 (42 U.S.C. 4001 et seq.) Amended by the Congress of the United States through the 15th of February, 1975 (Public Law 91-152).

(b) Authority to adopt, administer and enforce this article is vested in the community pursuant to W. Va. Code, §§ 8-12-14, 7-1-3v, 7-1-3n and 7-1-3kk and W. Va. Code, §§ 8A-4-2, 8A-5-7, 8A-7-2.

(Ord. No. 206, 1-19-10)

Sec. 5-161. Intent.

The intent of this article is to:

(1) Promote the general health, welfare, and safety of the community.

(2) Encourage the utilization of appropriate construction practices in order to prevent or minimize flood damage in the future and protect natural drainage.

[1]Editor's note(s)—Ord. No. 206, adopted January 19, 2010, repealed and reenacted article VIII, §§ 5-161—5-168, in its entirety, which pertained to flood damage control, and derived from Ord. No. 164, adopted October 2, 2006, and Ord. No. 205, adopted December 15, 2009.

(3) Minimize danger to public health and safety by protecting water supply and sanitary sewage disposal in cooperation with the county sanitarian.

(4) Assure the county assessor obtains information concerning improvement of real property as required by W. Va. Code, § 11-3-3A.

(5) Assure county E-911 addresses are obtained to maintain the currency of established emergency response dispatch systems.

(6) Reduce financial burdens imposed on the community, its governmental units, and its residents, by preventing the unwise design and construction of development in areas subject to flooding.

(Ord. No. 206, 1-19-10)

Sec. 5-162. Abrogation and greater restrictions.

This article supersedes any ordinance currently in effect in flood prone areas. Any ordinance, however, shall remain in full force and effect to the extent that its provisions are more restrictive. If there is any conflict between any of the provisions of this Ordinance, the more restrictive shall apply.

(Ord. No. 206, 1-19-10)

Sec. 5-163. Applicability.

It shall be unlawful for any contractor, person, partnership, business, or corporation to undertake or cause to be undertaken, any development, new construction, substantial improvement, repair of substantial damage, or the placement or relocation of any structure (including manufactured homes) within the C~~c~~ity in the Special Flood Hazard Area within the City of Ranson unless a permit application has been completed and a permit or certificate of occupancy has been obtained from the special flood hazard area administrator. In addition, where land partially or fully in the special flood hazard area is to be developed, subdivided, utilized for a manufactured home park or subdivision or otherwise developed, a site plan with elevation data must be submitted to, and approved by, the special flood hazard area administrator prior to any development.

Provision of all other codes, ordinances, and regulations shall be applicable insofar as they are consistent with the provisions of this article and the City's ~~community's~~ need to minimize the hazards and damage resulting from flooding.

(Ord. No. 206, 1-19-10)

Sec. 5-164. Matters not provided for specifically.

Where conditions are encountered that are not specifically provided for herein, the special flood hazard area administrator shall determine the applicability of the provisions of this article in accordance with its intent and shall require the applicant to take appropriate measures pursuant to such determination.

(Ord. No. 206, 1-19-10)

Sec. 5-165. Interpretations.

For the purpose of this article, the following interpretations shall apply:

(1) Words used in the present tense include the future tense.

(2) The singular includes the plural.

(3) The plural includes the singular.

(4) The word "person" includes a corporation, unincorporated association or partnership as well as an individual.

(5) The term "shall" or "will" is always mandatory.

(6) The word "building" or "structure" shall be construed as if followed by the phrase "or part thereof".

(7) The word "ordinance" [article] shall refer to the special flood hazard area ordinance.

(Ord. No. 206, 1-19-10)

Sec. 5-166. Definitions.

Unless specifically defined below, words and phrases used in this article shall be interpreted so as to give this article ~~it's~~ its most reasonable application.

Adjacent Property includes any surface tract, regardless of whether such surface tract is entirely within the City of Ranson, so long as a portion of said surface tract is located within the town, which shares an immediate and common boundary up or down stream to the property that is the subject of the application for a Special flood hazard area Permit. Adjacent property also includes all other property that may be affected by flooding.

Adversely Affect Adjacent Properties means that to adversely affect a property, the increase in the elevation of the 1% chance (100-year) base flood elevation must be more than 1 foot at any point. Stated conversely, if the effect is that the 1% chance (100-year) flood base flood elevation rises 1 foot or less, the property is not “affected.” This standard does not apply to the Floodway. If prior permit(s) has/have been approved in the same area of the Special flood hazard area, the above definition would include the cumulative impact to the base flood elevation.

Advisory Flood Height is the water surface elevation (WSEL), in feet, of the 1% annual chance (100-year) flood at a given location, as determined using hydrology and hydraulics (H&H) analysis and the best available elevation data.

Appurtenant structure means a secondary structure on the same parcel of property as the principal structure, ~~and~~ the use of which is incidental to the use of the principal structure and shall not be habitable but shall only be used for storage in association with the principal structure on said property. This does not include a gas or liquid storage tank.

Base flood means the flood, which has been selected to serve as the basis upon which the special flood hazard area management provisions of this and other ordinances have been prepared; for purposes of this article, the 100-year flood. Otherwise stated, it means the flood having a one percent (1%) chance of being equaled or exceeded in any given year.

Base flood elevation means the water surface elevation of the base flood in relation to the datum specified on the City's ~~community's~~ Flood Insurance Rate Map (FIRM) ~~flood insurance rate map~~. For the purposes of this article, the 100-year flood or one percent or greater chance of flooding in any given year ~~annual chance flood.~~

Basement means any area of the building having its floor sub grade (below ground level) on all sides.

Certificate of occupancy means a certification that the entire development, including the elevation of fill or the lowest floor of a structure, is in compliance with all of the provisions of this article.

Compensatory storage means an artificially excavated, hydraulically equivalent volume of storage within the special flood hazard area used to balance the loss of natural flood storage capacity when artificial fill or structures are placed within the ~~special flood hazard area~~ special flood hazard area.

Contractor (W. Va. Code, § 21-11-3(c)) means a person who in any capacity for compensation, other than as an employee of another, undertakes, offers to undertake, purports to have the capacity to undertake, or submits a bid to construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, structure or excavation associated with a project, development or improvement, or to do any part thereof, including the erection of scaffolding or other structures or works in connection therewith, where the cost of the undertaking is ~~$1,000.00~~ $2,500 (two thousand five hundred dollars) or more. "Contractor" includes a construction manager who performs management and counseling services on a construction project for a professional fee.

"Contractor" does not include:

(1) One who merely furnishes materials or supplies without fabricating or consuming them in the construction project;

(2) A person who personally performs construction work on the site of real property which the person owns or leases whether for commercial or residential purposes;

(3) A person who is licensed or registered as a professional and who functions under the control of any other licensing or regulatory board, whose primary business is real estate sales, appraisal, development, management and maintenance, who acting in his or her respective professional capacity and any employee of such professional, acting in the course of his or her employment, performs any work which may be considered to be performing contracting work;

(4) A pest control operator licensed under the provisions of W. Va. Code, ~~section seven, article 16-A, chapter 19~~ §19-16(A)-7(a) to engage in the application of pesticides for hire, unless the operator also performs structural repairs exceeding $1,000.00 on property treated for insect pests; or

(5) A corporation, partnership or sole proprietorship whose primary purpose is to prepare construction plans and specifications used by the contractors defined in W. Va. Code, § 21-11-3(c) and who employs full time a registered architect licensed to practice in this state or a registered professional engineer licensed to practice in this state. "Contractor" also does not include employees of such corporation, partnership or sole proprietorship.

Critical facility means any facility in which even a slight chance of flooding is too great a threat. Typical critical facilities include hospitals, fire stations, police stations, storage of critical records, and similar facilities. These should be given special consideration when formulating regulatory alternatives and special flood hazard area management plans. A critical facility should not be located in a special flood hazard area if at all possible. If a critical facility must be located in a special flood hazard area, it should be provided a higher level of protection so that it can continue to function and provide services during a flood.

Development means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations oil/gas well sites, pads, pits, retention ponds or storage of equipment or materials.

Flood means a general and temporary inundation of normally dry land areas.

Flood Insurance Rate Map (FIRM) means the official map on which the Federal Emergency Management Agency ~~or Federal Insurance Administration~~ has delineated both the ~~areas of~~ special flood hazard areas and the risk premium zones applicable to the City ~~community~~. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

Flood insurance study means the official report in which the Federal Emergency Management Agency has provided flood profiles, floodway information, and water surface elevations.

Floodplain means: (*Also See: Special flood hazard area)*

(1) A relatively flat or low land area adjoining a river, stream, or watercourse which is subject to partial or complete inundation;

(2) An area subject to the unusual and rapid accumulation or runoff of surface waters from any source.

Floodplain Administrator shall be a resident of West Virginia and/or a person who has completed within one year of his or her appointment the State/FEMA sponsored NFIP Class 273 entitled "Managing Floodplain Development" and remain current with State required continuing education training pursuant to W.Va. Code § 15-5-20(a). In the absence of a formally appointed Floodplain Administrator, the duties set forth in this Ordinance for the Floodplain Administrator shall be temporarily fulfilled by the City Manager or the Mayor.

Floodway means the channel of a river or other watercourse and the adjacent land area that must be reserved to discharge the base flood without increasing the water surface elevation of that flood more than one foot at any point.

Flood proofing (NON-RESIDENTIAL ONLY) means any combination of structural and non-structural additions, changes or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Freeboard means a factor of safety usually expressed in feet above a flood level or BFE for purposes of floodplain management. Freeboard tends to compensate for unknown factors that may contribute uncertainty to flood heights of any given flood and floodway condition, such as wave action, blockage at stream crossings, and increased runoff from urbanization of the watershed.

Highest adjacent grade means the highest natural elevation of the ground surface immediately adjacent to the development or structure foundation. This is primarily used for purposes of insurance rating in approximated floodplains. ~~prior to construction next to the proposed foundation of a structure~~.

Historic structure means any structure that is:

(1) Listed individually in the N~~n~~ational R~~r~~egister of H~~h~~istoric P~~p~~laces (a listing maintained by the D~~d~~epartment of I~~i~~nterior) or preliminarily determined by the S~~s~~ecretary of the I~~i~~nterior as meeting the requirements for individual listing on the N~~n~~ational R~~r~~egister;

(2) Certified or preliminarily determined by the S~~s~~ecretary of the I~~i~~nterior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the S~~s~~ecretary to qualify as a registered historic district;

(3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the S~~s~~ecretary of the I~~i~~nterior; or

(4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

a. By an approved state program as determined by the Ssecretary of the Iinterior; or

b. Directly by the Ssecretary of the Iinterior in states without approved programs.

Interested Person or Party includes (1) the applicant; (2) the owner(s) of the subject property; (3) at least one adult residing in any residence on the subject property at the time the Floodplain Permit Application is filed; (4) owners of any adjacent property; and (5) at least one adult residing in any residence on the adjacent property at the time the Floodplain Permit Application is filed.

Licensed manufactured home retailer means a business licensed to sell manufactured homes in the state as set forth in the State Code.

Licensed manufactured home installer means a contractor licensed to install manufactured homes in the state as set forth in the State Code.

Licensed professional surveyor means any person licensed by the West Virginia Sstate Bboard of Eexaminers of Lland Ssurveyors to engage in the practice of land surveying as defined in the State Code.

Lowest Adjacent Grade (LAG) means the lowest natural elevation of the ground surface immediately adjacent to the proposed development or structure foundation. The primary use of the LAG is to determine whether the structure is located within a special flood hazard area by comparing it to the base flood elevation.

Lowest floor means the lowest floor of the lowest enclosed area (including basement). An unfinished enclosure constructed with flood resistant materials as defined in FEMA Technical Bulletin ~~2~~ 2-93 (FIA-TB-2) and usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure has proper flood openings and is not built so as to render the structure in violation of the applicable non-elevation design requirements of this article.

Manufactured home means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

New construction means structures for which the start of construction as herein defined commenced on or after June 15, 1979 and including any subsequent improvements to such structures.

100-year flood (1% Annual Chance) means a flood that has one chance in 100 or a one percent chance of being equaled or exceeded in any given year. (See Base Flood Elevation also)

Person means any individual or group of individuals, corporation, partnership, association or other entity, including state and local governments and agencies.

Practice of engineering means any service or creative work, as described in W. Va. Code, article ~~13~~ 30-13-1 et seq., the adequate performance of which requires engineering education, training and experience in the application of special knowledge of the mathematical, physical and engineering sciences to such services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems; planning the use of land and water; teaching of advanced engineering subjects, engineering surveys and studies; and the review of construction for the purpose of assuring compliance with drawings and specifications any of which embraces such services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects and industrial or consumer products or equipment of a mechanical, electrical, hydraulic, pneumatic or thermal nature, insofar as they involve safeguarding life, health or property, and including such other professional services as may be necessary to the planning, progress and completion of any engineering services. Engineering surveys include all survey activities required to support the sound conception, planning, design, construction, maintenance and operation of engineered projects.

Any person who practices any branch of the profession of engineering or who, by verbal claim, sign, advertisement, letterhead, card or in any other way represents himself or herself to be a registered professional engineer, or by using another title implies that he or she is a registered professional engineer or that he or she is registered under W. Va. Code, article ~~13~~ 30-13-1 et seq., or who holds himself or herself out as able to perform, or who performs any engineering service or work or any other service designated by the practitioner which is recognized as engineering, is considered to practice or offer to practice engineering within the meaning and intent of W. Va. Code, article ~~13~~ 30-13-1 et seq.

Principally above ground is where at least 51 percent of the actual cash value of a structure, less land value, is above ground. [44 Code of Federal Regulations §59.1]

*Professional is a*ny "professional" including but not limited to a "contractor," "developer," "engineer," "architect," "hydrologist," "land surveyor," etc., acting in any capacity with respect to this Ordinance, must be licensed by the State of West Virginia, when certification or licensure from the State of West Virginia is so required.

Reasonably safe from flooding means that during the base flood, or any other known flooding by the Floodplain Administrator, water should not damage structures and any subsurface waters related to the base flood should not damage existing or proposed structures. Ways of determining Reasonably Safe from Flooding may be 3 feet above Highest Adjacent Grade, above high-water marks from historic flooding, using topographic extrapolation from contour lines or utilizing the advisory flood height data on the WV Flood Tool.

Recreational vehicle means a vehicle which is:

(1) Built on a single chassis;

(2) Four hundred square feet or less when measured at the largest horizontal projection;

(3) Designed to be self-propelled or permanently towable by a light duty truck; and

(4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Registered professional engineer means a person who has been duly registered or licensed as a registered professional engineer by the West Virginia S~~s~~tate B~~b~~oard of R~~r~~egistration for P~~p~~rofessional E~~e~~ngineers as required under W. Va. Code, article ~~13~~ 30-13-1 et seq.

Remedy a violation means to bring a structure or other development into compliance with the requirements of this article, or, if full compliance is not possible, to reduce the adverse impacts of the non-compliance to the greatest extent feasible.

Special flood hazard area means the land in the special flood hazard area subject to a one percent or greater chance of flooding in any given year. Special flood hazard areas are designated by the Federal Emergency Management Agency in flood insurance studies and on flood insurance rate maps as zones A, AE, AO, AH ~~A1-30~~, and A99. The term includes areas shown on other flood hazard maps that are specifically listed or otherwise described in this article.

Start of construction means the date the permit was issued, including permit for substantial improvement or repair of substantial damage, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond initial excavation, or the placement of a manufactured home on a foundation. Although a permit must be obtained prior to the beginning of the permitted work, permanent construction does not include land preparation, such as clearing, grading and filling, nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For an alteration, the actual start of construction means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

State coordinating office means the West Virginia Emergency Management Division ~~Division of Homeland Security and Emergency Management.~~

Stream means, as defined in W. Va. Code, § 7-1-3U, any watercourse, whether natural or man-made, distinguishable by banks and a bed, regardless of their size, through which water flows continually or intermittently, regardless of its volume.

Structure means a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

Subdivision means development that includes the creation of individual land parcels for future sale. It does not include development where rights-of-way or easements are obtained and recorded.

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to ~~it's~~ its before damage condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. Substantial damage also means cumulative flood-related damages sustained by a structure on two separate occasions during a ten-year period for which the cost of repairs at the time of each flood event equals or exceeds 25 percent of the market value of the structure before the damage occurred. See "Substantial Improvement."

Substantial improvement means any repair, reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement.

This term includes structures, which have incurred "substantial damage," as defined herein regardless of the actual repair work performed. The term does not, however, include any project for improvement of a structure to correct existing violation of state or local health, sanitary or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.

Historic structures undergoing repair or rehabilitation that would constitute a substantial improvement as defined above, must comply with all ordinance requirements that do not preclude the structure's continued designation as a historic structure. Documentation that a specific ordinance requirement will cause removal of the structure from the N~~n~~ational R~~r~~egister of H~~h~~istoric P~~p~~laces or the S~~s~~tate I~~i~~nventory of H~~h~~istoric P~~p~~laces must be obtained from the S~~s~~ecretary of the I~~i~~nterior or the S~~s~~tate H~~h~~istoric P~~p~~reservation O~~o~~fficer. Any exemption from ordinance requirements will be the minimum necessary to preserve the historic character and design of the structure.

For the purpose of this definition improvement is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences whether or not that alteration affects the external dimensions of the structure.

Top of bank means the lines depicted on the FIRM maps delineating each side of a stream indicate the top of bank. In the field a professional familiar with fluvial geomorphology should document the top of bank. When a professional is not employed the top of the bank will be considered to be the top of the first significant slope landward of the waters edge when it is followed by at least 50 feet of relatively flat land.

Violation means the failure of any structure or development to be fully compliant with all the requirements of this article. Any structure or other development lacking the certifications, finished construction elevation certificate or other evidence of compliance required by this article is presumed to be in violation until such time as that documentation is provided. No future improvements or developments can be made to structures found to be in violation unless the development is to bring the structure into compliance with this article.

(Ord. No. 206, 1-19-10)

Sec. 5-167. Identification and establishment of flood plain area.

(a) The identified special flood hazard area shall be those areas of the city which are subject to the 100-year flood or the 1% or greater chance of flooding in any given year as shown on the F~~f~~lood I~~i~~nsurance R~~r~~ate M~~m~~ap (FIRM) and described in the F~~f~~lood I~~i~~nsurance S~~s~~tudy (FIS) prepared for the ~~city~~ City by the Federal Emergency Management Agency (FEMA) dated ~~December 18, 2009~~ November 27, 2026 or the most recent revision thereof including all digital data developed as part of the FIS.

(b) The identified special flood hazard area shall also be those areas which have been identified as flood hazard areas by the ~~city~~ City by use of historic or other technical data and shown on an officially recognized "FIRM or the West Virginia Flood Tool specifically Advisory Flood Height data" ~~"local flood hazards map."~~ These areas shall be designated as appropriate with the level of technical data described below and shall be managed accordingly.

(Ord. No. 206, 1-19-10)

Sec. 5-168. Descriptions of special flood hazard areas.

(a) The identified special flood hazard area shall consist of the following four specific areas:

(1) The floodway area (F1) shall be those areas of AE zone identified as ~~such~~ Floodways in the FIS and as shown on the FIRM. The term shall also include floodway areas identified in studies required to be used in the approximate areas as discussed below.

(2) The AE Area Without Floodway ~~floodway fringe area~~ (F2) shall be those areas identified as an AE Zone on the FIRM included in the FIS prepared by FEMA for which specific 100-year flood elevations have been provided ~~in the FIS~~ but no Floodway has been delineated ~~which lie beyond the floodway area~~.

(3) The Approximated floodplain ~~AE area without floodway~~ (F3) shall be those areas identified as an ~~AE~~ zone on the FIRM included in the FIS prepared by FEMA for which 100-year flood elevations have been provided but no floodway has been delineated.

(4) ~~The approximated area (F4) shall be those areas identified as an A zone on the FIRM included in the FIS prepared by FEMA and for which no 100-year flood elevations have been provided.~~ Advisory Flood Heights. This information is displayed on the WV Flood Hazard Determination Tool. This data may be used (when available) by the Floodplain Administrator to determine if a property is in the Special Flood Hazard Area, also to assist to determine the height in which to elevate the structure as a permitting tool and is acceptable data to FEMA for a Letter of Map Amendment (LOMA).

(b) The AO and AH floodplain those areas identified as Zones AO and AH on the FIRM and in the FIS. These areas are subject to inundation by 1-percent-annual-chance shallow flooding

where average depths are between one and three feet. In Zones AO and AH, drainage paths shall be established to guide floodwaters around and away from structures on slopes.

(Ord. No. 206, 1-19-10)

Sec. 5-169. Changes in designation of area.

(a) The delineation of the identified special flood hazard area may be revised by the City where natural or man-made changes have occurred and/or more detailed studies conducted or undertaken by the U.S. Army Corps of Engineers ~~a river basin commission~~ or other qualified government agency or a private entity or individual can document the necessity for such changes. The process to revise the delineation of the identified special flood hazard area may be recommended by the Floodplain Administrator and executed by the City of Ranson. However, prior to any such change, approval must be obtained from the Federal Emergency Management Agency (FEMA) ~~Federal Insurance Administration (FIA)~~.

(b) The City's ~~A community's~~ base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable but, not later than six months after the date such information becomes available, the City ~~community~~ shall notify FEMA ~~the NFIP administrator~~ of the changes by submitting technical or scientific data.

(c) The city may identify and regulate new local flood hazard or ponding areas. These areas may be delineated on a "local flood hazard map" using best available topographic data and locally derived information such as flood of record, historic high-water marks or approximate study methodologies.

(Ord. No. 206, 1-19-10)

Sec. 5-170. Elevations prevail.

(a) If the lowest natural grade adjacent to proposed development within an identified flood hazard area is ~~at or~~ *above* the base flood elevation, and the following is provided to the Floodplain Administrator ~~specified in the flood insurance study~~, the structure shall be considered to be outside the special flood hazard area and shall not be required to conform to the flood prevention design and construction standards or flood-related development codes in Section 5-183 of this ordinance:

1. Elevation information ~~Topographic data~~ certified by a Licensed / registered professional engineer or ~~licensed professional~~ and a site plan demonstrating that all proposed development will occur above the Base Flood Elevation, or ~~surveyor shall be submitted in sufficient detail to allow a thorough review by the special flood hazard area administrator.~~

2. A Letter of Map Amendment (LOMA) from FEMA removing the site from the SHFA. ~~The applicant is advised to apply for a letter of map amendment (LOMA) from FEMA to have the special flood hazard area designation removed from the parcel or structure.~~

(b) If the lowest natural grade adjacent to proposed development is below the base flood elevation ~~specified in the flood insurance study~~, the site shall be considered to be within the special flood hazard area and the proposed structure shall be required to conform to all appropriate provisions of this article.

(Ord. No. 206, 1-19-10)

Sec. 5-171. Boundary disputes.

Should a dispute concerning any ~~district~~ floodplain boundary arise, an initial determination shall be made by the floodplain administrator and any party aggrieved by this decision may appeal to the Board of Zoning Appeals ~~city~~. The burden of proof shall be on the appellant/applicant.

(Ord. No. 206, 1-19-10)

Sec. 5-172. Utilization of flood plain area; floodway.

(a) Within any floodway area, no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels during the occurrence of the base flood discharge ~~the base flood elevation~~. The resultant engineering study (H&H) shall include a cover letter, signed and sealed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator.

(b) Because floodways present increased risk to human life and property due to their relatively faster and deeper flowing waters, the floodways shall be preserved to the greatest extent possible.

(1) New development shall not be permitted in the floodway where reasonable alternatives exist elsewhere as determined by the Floodplain Administrator. In addition to the requirements below the applicant shall demonstrate that there are no reasonable alternatives other than the floodway encroachment before a permit is issued.

(2) When the floodway is the only reasonable alternative, the applicant shall demonstrate that the floodway encroachment is the minimum necessary to accomplish the project.

(3) All permitted uses, activities, and development shall be undertaken in strict compliance with the flood proofing and related provisions contained herein, and in all other applicable codes, ordinances and regulations.

(4) When small, single lot development (not incorporating significant amounts of fill) is proposed in a special flood hazard areas for which no regulatory floodway has been designated, a regulatory floodway may, at the discretion of the Floodplain Administrator, be determined to be a width equal to the channel of the stream and the adjacent land areas to a distance of one-half the width of the special flood hazard area as measured from the top of the bank nearest the site to the upland limit of the 1% annual chance special flood hazard area boundary.

(Ord. No. 206, 1-19-10)

Sec. 5-173. Floodway fringe.

Within any floodway fringe area any development and/or use of land shall be permitted provided that all such uses, activities and/or development shall be undertaken in strict compliance with the flood-proofing and related provisions contained herein and in all other applicable codes, ordinances and regulations.

(Ord. No. 206, 1-19-10)

Sec. 5-174. AE Zone without floodway area.

Within any AE without floodway area, no new construction or development shall be allowed unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the elevation of the 100-year flood more than one foot at any point. This requirement can be satisfied by utilization of the floodway area where determined.

(Ord. No. 206, 1-19-10)

Sec. 5-175. Approximated special flood hazard area (zone "A"); administrative procedures.

(a) Within any approximated ~~floodplain~~ special flood hazard area:

(1) The Floodplain Administrator shall use elevation and floodway information from federal, state, or other acceptable sources when available to determine the elevation above which development will be reasonably safe from flooding.

(2) When data from an acceptable source is not available, the special flood hazard area administrator shall review, or shall cause to be reviewed; all proposed development to determine (1) the amount being invested, and (2) the specific flood risk at the site. The Floodplain Administrator shall then require the applicant to determine the elevation above which the development will be reasonably safe from flooding using

the techniques set forth in subsection (b). When hydrologic and hydraulic analyses are required, they shall only be undertaken by a registered professional engineer who shall certify that the methods used correctly reflect currently accepted technical concepts. The resultant study shall include a cover letter, signed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, computations, etc. shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator.

(3) Any development and/or use of land shall be permitted provided that all such uses, activities and/or development shall be undertaken in strict compliance with the flood-proofing and related provisions contained herein and in all other applicable codes, ordinances and regulations.

(4) Within any approximated Floodplain Zone (Zone A) without Floodway Area, no new construction or development shall be allowed unless it is demonstrated that the cumulative impact of the proposed development, when combined with all other existing and anticipated development, will not increase the elevation of the 100-year flood more than one (1) foot at any point.

(5) When Advisory Flood Height Data is available, this data will be utilized to assist in permitting and regulating development within the Special Flood Hazard Area.

(b) Development proposed in flood hazard areas without base flood elevations ("A" zones) must provide the data necessary for the Floodplain Administrator to establish a flood elevation as set forth below.

(1) *Method I—Using "point on boundary" elevation data and/or historic flood height data.* This method produces approximate flood elevations and should only be used for development that represents a low safety risk and minimal investment of $20,000.00 or less. If this method is used for structures other than appurtenant structures i.e. garages or sheds (not recommended by the state special flood hazard area management program) the lowest floor height must be elevated at least three feet above the highest adjacent grade (HAG) even when the collected elevation data would indicate a lower elevation. Three feet above HAG will result in more affordable flood insurance rates AND added safety.

(2) *Method II—USGS methodology, Quick-2 engineering program or advisory flood heights obtained through LOMA or other source.* Development that represents a low to medium safety risk and a moderate investment level of $60,001.00 to $99,000.00 must use this semi-detailed method to develop a base flood elevation. More information on the USGS methodology or the LOMA process can be obtained from the state special flood hazard area management program; local engineers can find information on the Quick-2 program at the FEMA website: www.fema.gov/plan/prevent/fhm/dl_qck22.shtm

(3) *Method III—HEC-II or HEC-ras engineering.* Development that represents a medium to high safety risk and/or a significant investment over $99,001.00 must use this detailed method to develop a base flood elevation This BFE can be used for permitting AND to obtain the lowest possible flood insurance.

(Ord. No. 206, 1-19-10)

Sec. 5-176. Alteration or relocation of a stream; stream crossing administrative procedures.

(a) Whenever a developer intends to alter or relocate a stream within the ~~floodplain~~ special flood hazard area, the developer shall notify in writing, by certified mail, the C~~c~~ity, the Floodplain Administrator, the S~~s~~tate C~~c~~oordinating O~~o~~ffice, any adjacent communities and any adjacent property owners of all such intended activities prior to the alteration or relocation of the stream. Copies of all required notifications must be submitted to the Federal Emergency Management Agency ~~Insurance Administration~~. In addition, prior to issuing the local permit, the Floodplain Administrator shall require copies of all necessary permits from those governmental agencies from which F~~f~~ederal or ~~s~~State law requires approval. ~~Contact information for state and federal permitting authorities as well as addresses for required notification of appropriate county, state and federal government agencies as of the date of publication of this article are as follows:~~

(1) ~~To coordinate regulatory issues involving stream and wetlands encroachment developers should be referred to the US Army Corps of Engineers in Huntington (866) 502-2570 Ext. 5710 or Pittsburgh (412) 395-7155 as appropriate.~~

~~(2) All proposed development, including fill, that disturbs a stream requires a permit through the WV DEP Division of Water and Waste Management (304-926-0499 Ext. 1092) or the Regional Field Offices at Fairmont (304-368-3960), Oak Hill (304-465-1919) or Romney (304-822-7266).~~

~~(3) If stream crossing is a culvert, or if bridge abutments will be placed in such a way to enter the stream the developer should also be required to contact WVDNR, Public Lands Corporation (304) 558-3225.~~

(b) The developer shall also assure the ~~c~~City in writing that the flood carrying capacity within the altered or relocated portion of the stream will be maintained. The Floodplain Administrator may require the applicant to demonstrate that the altered or relocated portion of stream will provide equal or greater conveyance than the original stream segment. If hydrologic and hydraulic (H&H) analyses are required, they shall only be undertaken by a registered professional engineer, who shall certify that the methods used correctly reflect currently accepted technical concepts. The resultant study (H&H) shall include a cover letter, signed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, and computations, etc. shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator.

(c) Alteration of a stream includes placement of temporary or permanent culverts, bridges or other stream crossings. The Floodplain Administrator may require the use of certain "best practice" techniques in the construction of bridges, culverts or stream crossings to prevent damage, loss of stream crossings and localized flooding caused by blockage. These techniques may include, but are not limited to, wing walls, trash grates or requiring openings to be of sufficient size to pass debris and/or anticipated future increases in flood heights.

(d) All new and replacement bridges, culverts and other stream crossings shall adhere to the relevant anchoring requirements contained in this article.

(e) The developer is required to provide the City ~~community~~ with a legal agreement detailing all scheduled inspections and maintenance to be performed on altered or relocated watercourses including culverts, bridges and other stream crossings. It shall be the responsibility of the applicant to transfer this agreement to the new owner when the land associated with the watercourse alteration is transferred. A copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall be subject to the violator to the penalties set forth in section 5-196.

(f) When any watercourse alteration has occurred, t~~T~~he applicant must submit any maps, computations or other material required by the Federal Emergency Management Agency (FEMA) to revise the flood ~~i~~nsurance study and/or F~~f~~lood I~~i~~nsurance R~~r~~ate M~~m~~aps, when notified by the Floodplain Administrator, and must pay any fees or other costs assessed by FEMA for this purpose.

(g) The Floodplain Administrator shall determine whether the structure is a new hydraulic structure or a replacement for a hydraulic structure that existed prior to the effective date of the original community F~~f~~lood I~~i~~nsurance R~~r~~ate M~~m~~ap.

(1) *Replacements for stream crossings constructed before the effective date of the original community F~~f~~lood I~~i~~nsurance R~~r~~ate M~~m~~ap (pre-FIRM structures).* The Floodplain Administrator will establish whether the replacement structure would be essentially identical to the existing hydraulic structure. This will include but is not limited to deck height and the amount of encroachment caused by approaches and abutments. In most cases, replacing a pre-FIRM structure with an essentially identical structure may be determined to maintain the existing flood carrying capacity of the channel. If the Floodplain Administrator is not confident the replacement structure will not have an adverse impact on flood heights, the applicant will be required to obtain a professional opinion from a qualified engineer. Either the developer or the responsible engineer shall provide a signed statement to the Floodplain Administrator assuring the ~~c~~City that the flood carrying capacity of the channel will be maintained. Specific special flood hazard area ordinance requirements such as anchoring and other requirements to prevent future flood damage to replacement stream crossings shall be strictly adhered to.

(2) *New hydraulic structures.* Developer must assure the flood plain administrator that the stream alteration will not adversely affect the flood carrying capacity of the channel. This shall be accomplished by requiring the applicant to obtain a hydraulic and hydrologic study from a registered professional engineer. The resultant study shall be accompanied by a cover letter, signed and sealed by the responsible professional, setting forth the study findings in layman's terms. A study may not be necessary if the developer can provide technical data demonstrating that the new hydraulic structure's abutments won't impinge on the channel and the lowest chord of the bridge deck will be located above Base flood elevation. Additional data will be required if fill is used to elevate approaches and/or if parts of the bridge encroach into the mapped floodway.

(3) *Replacement of hydraulic structures originally installed after the issuance of the original effective flood insurance rate map; violations.* Hydraulic structures installed without a permit and in violation of the ~~communities~~ City's special flood hazard area regulations shall be required to adhere to the requirements for new structures listed above.

(Ord. No. 206, 1-19-10)

Sec. 5-177. Criteria for building and site plan approval; generally.

Permits are required in order to determine whether all new construction or substantial improvements are:

(1) Located in an identified special flood hazard area, floodway or other special flood hazard area.

(2) Designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

(3) Constructed with material and utility equipment resistant to flood damage as outlined in FEMA Technical Bulletin ~~2~~ 2-93 (FIA-TB-2) or the most recent revision thereof.

(4) Constructed by methods and practices that minimize flood damage.

(5) Constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

(6) To comply with W. Va. Code, § 11-3-3a concerning county assessor "building or real property improvement notice."

(7) Approved by county health department for water and sewer and other permits to assure facilities are designed or located in compliance with the flood damage reduction requirements of this article.

(Ord. No. 206, 1-19-10)

Sec. 5-178. Basic format.

The basic format of the permit shall include the following:

(1) Name and address of applicant.

(2) Name and address of owner of land on which proposed development is to occur.

(3) Names, addresses, and valid WV license numbers of all contractors working at the building site, or affidavits stating that work is being performed by individuals exempt from contractor licensing as set forth in W. Va. Code, title 28, series 2, section 3.9(b) or the most recent revision thereof, if known at the time the permit application is submitted. If not known, the applicant shall provide the information within 14 calendar days of execution of a contract with its contractor(s) prior to beginning construction.

(4) A description of site location sufficient to locate the project including tax map and parcel number and most recent deed book and page number.

(5) A standard site plan showing size and location of the proposed development as well as any existing buildings or structures. The site plan shall also show all adjacent roads and watercourses with direction of flow, the lowest adjacent grade to the proposed foundation and/or toe of fill, the base flood elevation and the location of the floodway boundary when applicable.

(6) An acknowledgement that the applicant agrees to pay any and all fees associated with the permitting process as set forth in section 5-193.

(7) Reserved.

(8) An acknowledgement that the applicant agrees to allow the Floodplain Administrator and authorized representatives of floodplain management programs access to the development to inspect for compliance.

(9) The contract required by W. Va. Code, title 28, series 4, and all addendums to the contract(s) shall be presented to the special flood hazard area administrator for review within ~~five~~ fourteen (14) business days of contract signing. The ~~community~~ Floodplain Administrator ~~does not require and will not~~ shall keep copies of the contracts or addendums and shall file "redacted" copies of the contracts and addendums with the Clerk of the County Court in the Applicant's Permit Application file. The Floodplain Administrator shall consult with the applicant to redact proprietary and confidential information from the contracts and addendums that are

not otherwise public information. Failure to present contract(s) or addendums for review shall void the permit. If a licensed contractor is not involved, or the work is of an aggregate value of less than $10,000.00 including materials and labor, a brief written description of proposed work and the estimated value will suffice.

(Ord. No. 206, 1-19-10)

Sec. 5-179. Elevation and flood proofing information.

(a) All applicants are encouraged to exceed the minimum elevation requirements contained herein. Flood insurance rates can be lowered significantly by increasing the elevation of the lowest floor above the freeboard height required by this article.

(b) Depending on the type of structure involved, the following information shall also be included in the application for work within the special flood hazard area:

(1) For structures to be elevated two feet above the base flood elevation:

a. A plan showing the size of the proposed structure and its relation to the lot where it is to be constructed.

b. A determination of elevations of the base flood, existing ground, proposed finished ground and lowest floor, certified by a registered professional engineer or licensed professional surveyor.

c. Plans showing the method of elevating the proposed structure including details of proposed fills, pile structures, retaining walls, foundations, erosion protection measures, etc. When required by the Floodplain Administrator, a registered professional engineer or architect shall prepare these plans.

d. Plans showing the methods used to protect utilities (including sewer, water, telephone, electric, gas, etc.) from flooding to two feet above the base flood elevation at the building site.

e. During the course of construction, as soon as the basic elements of the lowest floor are in place and before further vertical construction, it is highly recommended that the applicant check for error by obtaining elevation data completed by a registered professional engineer or licensed professional surveyor certifying the height of the lowest floor. If a mistake in elevation has been made, this is the best time to correct the error.

f. A finished construction elevation certificate must be prepared by a licensed professional surveyor or others of demonstrated qualifications. The elevation certificate must confirm that the structure in question, together with attendant utilities is elevated in compliance with permit conditions.

g. A nonconversion agreement shall be signed by the applicant whenever the ~~community~~ Floodplain Administrator determines that the area below the first

floor could be converted to a non-conforming use (generally applies to enclosed areas below base flood elevation that are five feet high or more). This agreement shall state:

1. The area below base flood elevation shall not be converted for use other than for parking, building access or for allowable storage as detailed in this article.
2. The applicant agrees to notify prospective buyers of the existence of the non-conversion agreement. It shall be the responsibility of the applicant to transfer the agreement at closing to the new owner via notarized signature, a copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(2) For structures to be flood proofed to two feet above the base flood elevation (nonresidential structures only):

a. All applicants are encouraged to exceed the minimum flood proofing requirements contained herein. Flood insurance rates can be lowered significantly by increasing the level of flood proofing above the height required by this article. In order to obtain an "elevation credited" flood insurance rate on dry flood proofed buildings, flood proofing must extend at least one foot above the base flood elevation.

b. Plans showing details of all flood proofing measures, prepared by a registered professional engineer, showing the size of the proposed structure and its relation to the lot where it is to be constructed.

c. A determination of elevations of the base flood, existing ground, proposed finished ground, lowest floor, and flood proofing limits; certified by a registered professional engineer or licensed professional surveyor.

d. A flood proofing certificate, FEMA 81-65, as revised by FEMA, shall be prepared by the registered professional engineer who prepared the plans in subsection (1), stating that the finished structure, together with attendant utility and sanitary facilities is designed so that:

1. The structure is watertight with walls substantially impermeable to the passage of water from the lowest structural element to two feet above the base flood elevation.
2. The structure will withstand the hydrostatic, hydrodynamic, buoyant, impact, and other forces resulting from the flood depths, velocities, pressures, and other factors associated with the base flood.

(3) For appurtenant structures constructed of flood resistant materials used solely for parking of vehicles, or limited storage, (appurtenant structures only):

a. A site plan prepared by a licensed professional surveyor or others of demonstrated qualifications showing elevation of existing ground, proposed finished ground and lowest floor. The plan shall also show details of proposed flood resistant materials usage and the size of the proposed structure and its relation to the lot where it is to be constructed. The location of the floodway boundary shall be represented on the plan when a floodway is present on the site.

b. An elevation certificate, based on finished construction, must be prepared by a licensed professional surveyor or others of demonstrated qualifications. The elevation certificate confirm that the structure in question, together with attendant utilities is designed so that:

1. Flood resistant materials as detailed in FEMA Technical Bulletin ~~2~~ 2-93 (FIA-TB-2) are used in the construction of the structure from the lowest structural element to two feet above the base flood elevation and that all utilities are located at least two feet above the base flood elevation.

2. Hydrostatic flood forces on exterior walls are equalized by allowing for automatic entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

A. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.

B. The bottom of all openings shall be no higher than one foot above grade.

C. Openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

c. In addition, the applicant shall sign a non-conversion agreement and notify prospective buyers of the existence of the agreement. It shall be the responsibility of the applicant to transfer the non-conversion agreement to any new owner at closing via notarized signature. A signed copy of the transferred non-conversion agreement shall be provided to the special flood hazard area administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(Ord. No. 206, 1-19-10)

Sec. 5-180. Site plan criteria.

(a) Site plans are required for all development, new construction and substantial improvements determined to be located in a mapped special flood hazard ~~floodplain~~ area and all proposed subdivisions and manufactured home parks. These proposals shall be reviewed by the Floodplain Administrator to assure that they are consistent with the need to minimize flood damage. The owner or developer shall submit a preliminary site plan to the Floodplain Administrator that includes the following information:

(1) A map showing the location of the proposed subdivision and/or development with respect to special flood hazard area areas, proposed lot sites, and fills.

(2) Name of registered professional engineer, licensed professional surveyor or other qualified person responsible for providing the information required in this section.

(3) Where the subdivision or manufactured home park lie partially or completely in the special flood hazard ~~floodplain~~ areas, the plan map shall include detailed information giving the location and elevation of proposed roads, public utilities and building sites. All such maps shall also show contours at intervals of two or five feet depending upon the slope of the land and identify accurately the boundaries of the special flood hazard ~~floodplain~~ areas. A registered professional engineer or licensed professional surveyor must certify the site plan.

(b) All subdivision proposals and other proposed new developments which are proposed to take place either fully or partially within the approximated special flood hazard ~~floodplain~~ area ~~(F4)~~ and which are greater than ten lots or two acres, whichever is the lesser, shall include base flood elevation data and shall delineate a floodway.

When a flood insurance study (FIS) is available from FEMA, the data contained in that study must be used to substantiate the base flood elevation.

(1) If a FEMA flood insurance study is not available, the required data may be available from an authoritative source, such as the U.S. Army Corps of Engineers, U.S. Geological Survey, Natural Resource Conservation Service or state and local water resource department.

(2) If the required data is not available from other sources, the applicant shall develop the technical data using detailed methodologies comparable to those contained in a flood insurance study. This data shall be prepared and certified by a registered professional engineer, who shall certify that the methods used correctly reflect currently accepted technical concepts.

(c) Where the subdivision or other development site lies partially in the special flood hazard area area and all proposed development including fill will take place on natural grade a significant vertical distance above the approximated floodplain area (zone "A") boundary depicted on the map, development of detailed base flood elevation data may not be necessary. In these cases, the site plan for the proposed development must show contours

at intervals of two or five feet, depending on the slope, and clearly delineate the area to be developed and the location of the floodplain area boundary as scaled from the FEMA map. A registered professional engineer or licensed professional surveyor must certify the site plan.

(Ord. No. 206, 1-19-10)

Sec. 5-181. Restrictions to subdivision of land in special flood hazard areas.

Subdivision of land in the special flood hazard area must result in lots that include a buildable portion outside of the identified special flood hazard area and be served by streets within the proposed subdivision having surfaces not lower than one foot below the elevation of the line defining the special flood hazard area limits. All new structures must be sited on the portion of the subdivided lot that is located outside of the identified special flood hazard area.

(Ord. No. 206, 1-19-10)

Sec. 5-182. Restrictions to development in special flood hazard areas.

The development of any proposed manufactured home (rental unit) park or other commercial (for profit and non-profit), institutional, or industrial type development project shall result in a buildable area outside of the identified special flood hazard area. The buildable area shall have a minimum building setback of 25 feet horizontal from the limits of the flood hazard area, or two feet vertical above the base flood elevation, whichever is greater in the horizontal distance from the limits of the flood hazard area. All new building and structures shall be sited on the buildable area located outside of the identified special flood hazard area.

(Ord. No. 206, 1-19-10)

Sec. 5-183. Specific requirements; design and construction standards.

In order to prevent excessive damage to buildings, structures, and related utilities and facilities, the following restrictions apply to all development, subdivision proposals, manufactured home parks, new construction and to construction of substantial improvements, and the repair of substantial damage, to existing structures occurring in the special flood hazard ~~floodplain~~ area.

(1) *Basements and lowest floors.*

a. Residential structures. All new construction, relocation, substantial improvements, including repair of substantial damage, of residential structures must have the lowest floor, including basement, ductwork and utilities, elevated to two feet above the base flood elevation.

b. Non-residential structures. All new construction, relocation, substantial improvements, including repair of substantial damage, of nonresidential

structures must have the lowest floor, including basement, ductwork and utilities, elevated to two feet above the base flood elevation; or, together with attendant utility and sanitary facilities, be designed so that the structure is water tight with walls substantially impermeable to the passage of water from the lowest structural element to two feet above the base flood elevation.

c. Openings. For all new construction, relocation, substantial improvements, and repair of substantial damage, those fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following minimum criteria:

1. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
2. The bottom of all openings shall be no higher than one foot above grade.
3. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

d. A non-conversion agreement shall be signed by the applicant on all flood-proofed structures and any elevated structures when the Floodplain Administrator ~~community~~ determines that the area below the first floor could be converted to a non-conforming use (generally applies to enclosed areas below base flood elevation that are five feet high or more). This agreement shall state:

1. The area below base flood elevation shall not be converted for use other than for parking, building access or for allowable storage as detailed in this article.
2. The applicant agrees to notify prospective buyers of the existence of the non-conversion agreement. It shall be the responsibility of the applicant to transfer the agreement at closing to the new owner via notarized signature, a copy of all new agreements shall be provided to the special flood hazard area administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(2) *Manufactured home placement.* Certain unique characteristics of manufactured homes installed in special flood hazard areas pose an elevated risk of substantial damage to property. Thus, all manufactured homes to be sited within the identified special flood hazard areas of the C~~c~~ity shall be installed by a contractor possessing a

valid state manufactured home installer's license. The installer shall use an installation design engineered to withstand flood hazards specific to the particular home site. Manufactured homes to be placed or substantially improved within the special flood hazard areas shall be installed in accordance with the following standards:

a. The lowest floor, ductwork and utilities including HVAC/heat pump shall be elevated two feet above the base flood elevation.

b. Elevation shall be on reinforced piers on a permanent foundation or shall use foundation elements of at least equivalent strength engineered for use in a special flood hazard area. Installation designs incorporating dry stacked block piers shall not be used in special flood hazard areas.

c. All manufactured homes shall be securely anchored to an adequately anchored foundation system in compliance with the requirements of 42 West Virginia Code of State Regulations, Series 19, Sections ~~10.1~~10.A, 10.~~2~~B, and 10b as authorized by W. Va. Code, § ~~21-9-4~~ 21-9-1 et seq. or the most recent revisions thereof. The anchoring shall be adequate to resist flotation, collapse, or lateral movement. Methods of anchoring may include but are not limited to the over-the-top and frame ties, attached to permanent foundation elements. Ground anchors may not be adequate to satisfy flood specific anchoring requirements. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.

d. Permanently attached rigid skirts and perimeter wall skirts of brick or block must have openings; this type of skirting can collapse during floods and compromise supporting piers. The openings must be designed to automatically equalize hydrostatic flood forces by allowing for entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following minimum criteria:

    1. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.

    2. The bottom of all openings shall be no higher than one foot above grade.

    3. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

e. Any additions to a manufactured home shall be similarly anchored and vented.

f. Flexible skirting and rigid skirting not attached to frame or foundation of a manufactured home are not required to have openings.

g. The licensed state manufactured home installer placing the unit shall perform a site inspection and certify in writing that the manufactured home has been installed to the standards set forth in this article.

(3) *Appurtenant structures.*

a. Except as provided in subsection b., appurtenant structures shall be located out of the special flood hazard ~~floodplain~~ area or elevated to two feet above the base flood elevation.

b. Where appurtenant structures not connected to the principal structure are to be located on sites below the base flood elevation, the following flood damage reduction provisions apply:

1. Structures shall be no more than ~~600~~ 300 square feet in size and valued at less than $~~10,000.00~~ 7,000.

2. Floors shall be at or above grade on at least one side.

3. Structures shall be located, oriented and constructed to minimize flood damage.

4. Structures shall be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

5. Flood resistant materials as detailed in FEMA Technical Bulletin ~~2~~ 2-93 (FIA-TB-2) shall be used in the construction of the structure from the lowest structural element to two feet above the base flood elevation.

6. Machinery, electric devices or appliances, and all utilities shall be located at least two feet above the base flood elevation.

7. ~~The venting requirements contained in subsection (a)(1) are applicable and shall be strictly adhered to.~~ Opening requirements:

Hydrostatic flood forces on exterior walls are equalized by allowing for automatic entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

(i) A minimum of two openings have a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.

(ii) The bottom of all openings shall be no higher than one foot (12") above grade.

(iii) Openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

c. In addition, a non-conversion agreement shall be signed by the applicant stating that the use of the appurtenant structure or detached or attached garage shall not be changed from the use permitted, acknowledging that the structure may be subject to greater flood risk and that higher flood insurance premiums may be possible, and that a change in use may require full compliance with this article. The applicant agrees to notify prospective buyers of the existence of this agreement. It shall be the responsibility of the applicant to transfer the agreement at closing to the new owner via notarized signature, a copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(4) *Recreational vehicle placement.* Recreational vehicles to be placed within any special flood hazard ~~floodplain~~ area shall either:

a. Be on site for fewer than 180 consecutive days; and

b. Be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect utilities and security devices, and has no permanently attached additions; or

c. Be installed in accordance with the manufactured home placement requirements and all other flood reduction requirements contained in this article.

(5) *Fill.*

a. The C~~c~~ity officially recognizes the beneficial functions the special flood hazard ~~floodplain~~ area serves in storage and transportation of water during floods. No fill shall be permitted in the floodway. Placement of fill in the ~~floodplain~~ special flood hazard area is restricted to functional purposes such as elevating a structure. Fill shall only be permitted in the same permit with the related structure or other functional purpose. Placement of fill to dispose of spoil from excavation or to elevate yards, parking lots, or fields will not generally be considered a functional purpose. The Floodplain Administrator may require the developer to provide compensatory storage before permitting fill. No fill shall be permitted unless it meets the requirements of section 5-172. All fill placed in the ~~floodplain~~ special flood hazard area shall meet or exceed the following standards.

b. Fill shall be used only to the extent to which it does not adversely affect adjacent properties. The C~~c~~ity may require the applicant to demonstrate through

engineering reports that proposed fill would not adversely affect adjacent properties. When required, hydrologic and hydraulic analyses shall be undertaken only by professional engineers who shall certify that the technical methods used correctly reflect currently accepted technical concepts. The resultant study shall include a cover letter, signed and sealed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator ~~city~~. During permit review, the Floodplain Administrator ~~community~~ shall consider the following issues that have the potential to cause adverse impact to adjacent properties:

1. Unacceptable increases in flood heights.
2. Blocking drainage from adjacent property.
3. Deflection of floodwaters onto adjacent existing structures.
4. Increases to stream velocity initiating or exacerbating erosion problems.
5. Other unique site conditions may be considered when determining whether fill will cause adverse impact to adjacent property including, but not limited to, subsidence areas, Karst topography, stream blockages, and steep topography adjacent to the channel.

c. Fill shall be used only to the extent to which it does not adversely affect the capacity of channels or floodways of any tributary to the main stream, drainage ditch, or any other drainage facility or system.

d. ~~Filled site must be contoured to drain properly (avoid ponding).~~ A Fill Site must be contoured to drain properly (avoid ponding) consistent with pre-construction conditions. This provision does not apply to properly constructed impoundments which comply with the remainder of this Ordinance, and which are properly permitted by the West Virginia Department of Environmental Protection.

e. Fill shall extend beyond a structure for a sufficient distance to provide acceptable access. For residential structures, fill shall extend laterally 15 feet beyond the building line from all points before the start of sloping required in following subsection. For nonresidential structures, fill shall be placed to provide access acceptable for intended use. At grade access, with fill extending laterally 15 feet beyond the building line shall be provided to a minimum of 25 percent of the perimeter of a nonresidential structure.

f. Fill shall consist of soil or rock material only. Sanitary landfills shall not be permitted; no trash or woody debris shall be buried on site.

g. Fill material shall be compacted to provide the necessary stability and resistance to erosion, scouring or settling. Fill compaction standards must be appropriate to

proposed post fill use; particular attention is necessary when fill is being used to elevate a structure.

h. Fill slopes shall be no steeper than one vertical on two horizontal, unless substantiating data justifying steeper slopes are submitted to and approved by the Floodplain Administrator.

i. Fill site and fill must be protected from erosion.

j. Fill slopes exposed to flood waters with expected velocities during the occurrence of the base flood of five feet per second or less must be protected from erosion by covering them with grass, vines, weeds, or similar vegetative undergrowth.

k. Fill slopes exposed to flood waters with expected velocities during the occurrence of the base flood of greater than five feet per second must be protected from erosion by armoring them with stone or rock slope protection.

l. All applicants placing fill in a special flood hazard area must obtain a ~~c~~Conditional L~~l~~etter of M~~m~~ap R~~r~~evision (CLOMR) from FEMA when directed to do so by the Floodplain Administrator before a permit can be issued. After fill is finished, the applicant must convert the CLOMR to a L~~l~~etter of M~~m~~ap R~~r~~evision based on F~~f~~ill (LOMR-F) before a C~~c~~ertificate of O~~o~~ccupancy can be issued. The Floodplain Administrator is hereby appointed as the designated official to approve a request for a CLOMR-F or LOMR-F and shall cooperate with the applicant with respect to any requirements of FEMA for requesting a CLOMR-F or LOMR-F, which includes, but is not necessarily limited to, approving said request and executing Form 1, "Overview and Concurrence Form" or other form as may be required by FEMA.

m. The applicant must submit any maps, computations or other material required by the Federal Emergency Management Agency (FEMA) to revise the F~~f~~lood I~~i~~nsurance S~~s~~tudy (FIS) and/or F~~f~~lood I~~i~~nsurance R~~r~~ate M~~m~~aps (FIRM), when notified by the Floodplain Administrator, and must pay any fees or other costs assessed by FEMA for this purpose.

(6) *Placement of structures and other development.* All structures and other development shall be constructed or placed on the lot so as to offer the minimum obstruction to the flow of water and shall be designed to have a minimum obstruction effect upon the flow and height of floodwater.

a. Whenever possible, structures and other development shall be constructed with the longitudinal axis parallel to the direction of flood flow, and

b. So far as practicable, structures and other developments shall be placed approximately on the same flood-flow lines as those of adjoining structures or development.

(7) *Anchoring.*

a. All structures and other development including stream crossings shall be firmly anchored in accordance with accepted engineering practices to prevent flotation, collapse, and lateral movement, thus reducing the threat to life and property and decreasing the possibility of the blockage of bridge openings and other restricted sections of the watercourse.

b. All air ducts, large pipes, swimming pools and storage tanks located at or below the base flood elevation shall be firmly anchored to resist flotation or lateral movement.

(8) *Building and structures flood hazard area setback.*

~~a. Buildings and structures shall be set back a minimum of 25 feet horizontal from the limits of the flood hazard area, or two feet vertical above the base flood elevation, whichever is greater in the horizontal distance from the limits of the flood hazard area.~~

~~b. The floodplain administrator may consider an appeal to the flood hazard area setback requirement if the applicant demonstrates that it is impossible or impractical to allow any development without encroachment into the flood hazard area. When the flood hazard area is the only reasonable alternative, the appeal conditions shall be the minimum necessary and shall be made only after due consideration is given to varying other sitting standards, such as side, front and back lot line setbacks.~~

a. A Flood Protection Setback equal to twice the width of the watercourse channel measuring from the top of one bank to the top of the opposite bank of 50 feet, whichever is less, shall be maintained from the top of the banks of all watercourses. Specifically, as for oil and gas wells and well pads, no well pad may be prepared or well drilled within 100 feet from any perennial stream, natural or artificial lake, pond, reservoir or wetland. [See W.Va. Code §22-6A-12(b)]. To reduce erosion, natural vegetation shall be maintained in this area. Where natural vegetation does not exist along the watercourse and conditions for replanting are suitable, high priority shall be given to planting vegetation in the setback area to stabilize banks and enhance aquatic resources.

b. Necessary public works and temporary construction may be exempted from this subsection at the discretion of the Floodplain Administrator.

c. At the discretion of the Floodplain Administrator, the Flood Protection Setback requirement can be waived in whole or part if the applicant demonstrates that it is impossible to allow any development without encroachment into the Flood Protection Setback Area. The conditions shall be the minimum necessary and shall be made only after due consideration is given to varying other siting standards, such as side, front and back lot line setbacks.

(9) *Storage.*

a. No materials that are buoyant, flammable, explosive, or in times of flooding could be injurious to human, animal or plant life, shall be stored below base flood elevation except for mineral storage properly and wholly within the ground in compliance with other State environmental agency requirements.

b. Storage of other material or equipment may be allowed if not subject to major damage by floods and firmly anchored to prevent flotation or readily removable from the area within the time available after flood warning.

c. Due to the difficulty of masking the natural elevation and making it more difficult to enforce this ordinance, material that resembles "fill" material shall not be considered "storage" material for purposes of this subsection.

(10) *Utility and facility requirements.*

a. All new or replacement water systems whether public or private, shall be designed to minimize or eliminate infiltration of floodwaters into the systems.

b. All new or replacement sanitary disposal systems, whether public or private, shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters.

c. All other new or replacement public and/or private utilities and facilities shall be located and constructed to minimize or eliminate flood damage.

d. Onsite waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

(11) *Drainage.*

a. Adequate drainage shall be provided to reduce exposure to the special flood hazard areas.

b. Adequate drainage paths are required around structures on slopes within zones AH and AO to guide floodwaters around and away from proposed structures.

(12) *Backflow preventers.* Back flow prevention valves should be used for all enclosed structures with sewage or drainage facilities located in the special flood hazard area.

(Ord. No. 206, 1-19-10)

Sec. 5-184. Administration; designation of Floodplain Administrator.

The city manager or his designee is hereby appointed as Floodplain Administrator to administer and implement this article by granting or denying special flood hazard area development permits in accordance with its provisions. Upon appointment of a new Floodplain Administrator, the meeting minutes with the applicable Floodplain Ordinance shall be provided to The State Coordinating Office and FEMA.

Within one year (1) of their appointment, the new Floodplain Manager must attend the State/FEMA sponsored NFIP Class 273 entitled "Managing Floodplain Development" and remain current with State required continuing education annual training. (See W.Va. Code §15-5-20a). In the absence of a formally appointed Floodplain Administrator, the duties set forth in this Ordinance for the Floodplain Administrator shall be temporarily fulfilled by the City Manager.

The Floodplain Administrator shall administer and implement this Ordinance by granting or denying floodplain development permits in accordance with its provisions. The Floodplain Administrator shall also be responsible for submitting all required reports to FEMA concerning participation in the National Flood Insurance Program.

(Ord. No. 206, 1-19-10)

Sec. 5-185. Development permits and site plan approvals required.

It shall be unlawful for any contractor, person, partnership, business, or corporation to undertake or cause to be undertaken, any development or the new construction, substantial improvement, repair of substantial damage, the placement or relocation of any structure (including manufactured homes) within the City, unless a permit application and standard site plan has been completed, and a permit has been obtained from the Floodplain Administrator. In addition, where land that is either partially or fully in the regulatory special flood hazard area is to be subdivided, utilized for a manufactured home park or subdivision or otherwise developed, a detailed site plan must be submitted to, and approved by, the Floodplain Administrator prior to any development.

(Ord. No. 206, 1-19-10)

Sec. 5-186. Approval of permits and plans.

(a) The Floodplain Administrator shall review, or shall cause to be reviewed, all permit applications and plans within 90 calendar days from the Permit Application submission date in order to determine whether the proposed development is reasonably safe from flooding. Further, the Floodplain Administrator shall review all objections, comments, protest letters and other writings submitted in opposition of said Floodplain Permit Application and give due consideration to the same before granting or denying said Permit. ~~The Floodplain Administrator shall review, or shall cause to be reviewed; all permit applications and plans in order to determine whether proposed building sites are reasonably safe from flooding.~~

(b) All permits and plans shall be approved only after it has been determined that the proposed work to be undertaken will be in conformance with the requirements of the state and all other applicable codes and ordinances.

(c) The Floodplain Administrator shall not issue a permit to any person who does not possess a valid contractor's license when a contractor's license is required by W. Va. Code, § 21-11-~~10~~ 7.

(d) The Floodplain Administrator, before issuance of the permit, shall require the applicant to furnish satisfactory proof that such person is duly licensed as a contractor under the provisions of the West Virginia Code. If the applicant is not licensed, a written affidavit that such person is not subject to licensure as a contractor or subcontractor as defined in W. Va. Code, § 21-11-~~3~~6 shall be provided to the Floodplain Administrator and placed in the permit file.

(e) The Floodplain Administrator shall require copies of all necessary permits from those governmental agencies from which federal or state law requires approval.

(f) The Floodplain Administrator shall provide a copy of all permits to the county assessor as required by W. Va. Code, § 11-3-3A.

(g) The Floodplain Administrator shall provide a copy of all permits for new structures to the county E-911 addressing coordinator.

(h) The county E-911 addressing coordinator shall provide a copy of all requests for addresses for new structures to the county Floodplain Administrator.

(i) The city shall provide sufficient space to allow the Floodplain Administrator to keep on file in perpetuity, in a location safe from natural hazards, all information collected during the course of the administration of this article.

(Ord. No. 206, 1-19-10)

Sec. 5-187. Application procedures.

Application for a permit and/or site plan approvals shall be made, in writing, on the forms supplied by the city, and shall include all information stipulated under sections 5-177 through 5-180.

(Ord. No. 206, 1-19-10)

Sec. 5-188. Changes.

After the issuance of a permit or site plan approval by the Floodplain Administrator, no changes of any kind shall be made to the application, permit, or any of the plans, specification or other documents submitted with the application without the written consent or approval of the Floodplain Administrator.

(Ord. No. 206, 1-19-10)

Sec. 5-189. Permit placards.

The Floodplain Administrator shall issue a permit placard, which shall be prominently displayed on the premises during the time construction is in progress. This placard shall show

the number of the permit, the date of its issuance and be signed by the Floodplain Administrator.

(Ord. No. 206, 1-19-10)

Sec. 5-190. Start of construction.

Work on the proposed development shall begin within 180 days after the date of issuance of the permit or the permit shall expire unless a time extension is granted, in writing, by the Floodplain Administrator. All work on the proposed development must be completed within 18 months of permit issuance, at which time the permit shall expire, unless a time extension is granted in writing by the Floodplain Administrator. The request for an extension shall be in writing and shall state the reasons for the extension. When considering an extension, the Floodplain Administrator shall consider the following criteria:

(1) Has the developer diligently pursued the completion of the proposed development during the 18 months?

(2) Will the granting of the extension be detrimental to public safety, health, or welfare or injurious to other property?

(Ord. No. 206, 1-19-10)

Sec. 5-191. Inspections, stop-work orders, violation notice and revocations.

(a) *Inspections.*

(1) Upon learning of a potential violation of this article, the Floodplain Administrator or staff shall investigate to determine whether a violation has occurred.

(2) During the construction period, the Floodplain Administrator or other authorized official may inspect the premises to determine that the work is progressing in compliance with the information provided on the permit application and with all applicable laws and ordinances.

(3) The Floodplain Administrator or other authorized official may inspect any development covered by this or previous ordinance to determine whether any portion of the development has been altered to be in non-compliance with the requirements of this article.

(b) *Stop-work orders.* The Floodplain Administrator shall immediately issue, or cause to be issued, a "stop-work order" for any development found ongoing without having obtained a special flood hazard area determination or a permit. Disregard of a stop work order shall subject the violator to the penalties described in section 5-196.

(c) *Violation notice and revocations.* When it appears after investigation that a permitted development is non-compliant with the provisions of this law and/or the conditions of the

permit, the Floodplain Administrator shall notify the violator by means of written violation notice. The violation notice shall specify the nature of the violation and request that the violation be corrected within 15 days from the date appearing on the notice. Failure to correct the violation within this time period shall be cause for revocation of the permit and the governing body, or authorized employee or agent to:

(1) Seek an injunction in the Circuit Court of Jefferson County to restrain the violator from continuing the violation, including but not limited to requests for the removal of structures or land uses from the property involved; and

(2) Seek a misdemeanor conviction in magistrate court or circuit court.

(Ord. No. 206, 1-19-10)

Sec. 5-192. Certificate of occupancy.

(a) In areas of flood hazard, it shall be unlawful to occupy, or to permit the use or occupancy, of any building or premises, or both, or part thereof hereafter created, erected, installed, changed, converted or wholly or partly altered or enlarged in its use or structure until a Certificate of Occupancy has been issued by the ~~local~~ Floodplain Administrator stating that the building or land conforms to the requirements of this article. Occupying or using a building or premises in violation of this section shall subject the violator to the penalties described in section 5-196.

(b) In areas of flood hazard, it shall be unlawful to inspect and approve a permanent utility connection to any building or premises, or both, or part thereof hereafter created, erected, installed or rebuilt until the inspector is in possession of a copy of the Certificate of Occupancy issued by the ~~local~~ Floodplain Administrator stating that the particular development being inspected conforms to the requirements of this article. Inspection and approval of utilities in violation of this section shall subject the violator to the penalties described in section 5-196.

(c) In areas of flood hazard, it shall be unlawful to install a permanent utility connection to any building or premises, or both, or part thereof hereafter created, erected, installed or rebuilt until a Certificate of Occupancy has been issued by the ~~local~~ Floodplain Administrator stating that the development conforms to the requirements of this article. Installation of utilities in violation of this section shall subject the violator to the penalties described in section 5-196.

(d) A Certificate of Occupancy shall be issued by the Floodplain Administrator ~~local administrator~~ upon satisfactory completion of all development in areas of special flood hazard.

(e) Issuance of the certificate shall be based upon the inspections conducted as prescribed in this article or local administrative procedures, and any finished construction elevation

certificate, hydraulic data, flood proofing certificate, or encroachment analyses which may have been required as a condition of permit approval.

(Ord. No. 206, 1-19-10)

Sec. 5-193. Fees.

(a) A special flood hazard area determination fee of $100.00 payable to the City shall be assessed on all proposed development.

(b) Proposed development determined to be occurring in a special flood hazard area regulated by this article shall be assessed an additional fee, payable to the City based upon a set schedule approved by the City using the estimated value of the proposed construction as determined by the Floodplain Administrator.

(c) In addition, the applicant shall be responsible for reimbursing the City for any additional costs for services necessary for review and/or inspection of proposed development. Services include, but are not limited to, professional engineering and surveying. The Floodplain Administrator may require a deposit towards these additional costs. Additional costs may include reimbursement for contracted services.

(d) Due to the increased cost of processing, when any work for which a permit is required by this article is started or proceeded with prior to obtaining a permit the fees above specified shall be doubled. The additional fee is intended to partially reimburse the ~~county~~ City for the additional cost of processing permits for work already underway. To more fully recover this cost, the fees above shall be tripled for every subsequent occurrence by the same person. Payment of the increased fee shall not relieve any person from complying fully with the requirements of this article in the execution of the work or from other penalties prescribed herein.

(Ord. No. 206, 1-19-10)

Sec. 5-194. Appeals.

Whenever any person is aggrieved by a decision of the Floodplain Administrator with respect to the provision of this article, it is the right of that person to appeal to the ~~city council~~ Board of Zoning Appeals ~~which shall be known as the appeals board~~. Such appeal must be filed with the ~~city council~~ Board of Zoning Appeals in writing, within 30 days after notification of the decision. Upon receipt of such appeal, ~~the appeals board~~ Board of Zoning Appeals shall set a time and place not less than ten nor more than 60 days for the purpose of hearing the appeal. Notice of the time and place of the hearing shall be given to all parties at which time they may appear and be heard. The determination by the ~~appeals board~~ Board of Zoning Appeals shall be final in all cases.

(Ord. No. 206, 1-19-10)

Sec. 5-195. Appeal review criteria.

(a) All appeals contesting only the permit fee, the cumulative substantial damage requirement, the flood protection setback requirement, or the freeboard requirements, may be handled at the discretion of the ~~appeals board~~ Board of Zoning Appeals.

(b) All decisions on appeals to all other provisions of this article shall adhere to the following criteria:

(1) Affirmative decisions shall only be issued by the ~~appeals board~~ Board of Zoning Appeals upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the appeal would result in exceptional hardship to the applicant, and (iii) a determination that the granting of an appeal will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing locals laws or ordinance.

(2) An affirmative decision shall be issued only upon determination that it is the minimum necessary, considering the flood hazard, to afford relief. Financial hardship, as a sole criterion, shall not be considered sufficient justification to grant an appeal.

(3) An affirmative decision shall be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

(4) The ~~appeals board~~ Board of Zoning Appeals shall notify the applicant in writing over the signature of the Floodplain Administrator ~~a community official~~ that (i) the issuance of a decision to allow construction of a structure below the base flood elevation will result in increased premium rates for flood insurance, (ii) such construction below the base flood elevation increases risk to life and property. Such notifications shall be maintained with a record of all decisions as required in subsection (4); and

(5) The ~~appeals board~~ Board of Zoning Appeals shall (i) maintain a record of all decisions including justification for their issuance, and (ii) report such decisions issued in its biannual report to the Federal Insurance Administration.

(6) An affirmative decision shall not be granted for any construction, development, use or activity within any floodway area that would cause any increase in the base flood elevation.

(Ord. No. 206, 1-19-10)

Sec. 5-196. Variances

If compliance with any of the requirements of this Ordinance would result in an exceptional hardship to a prospective builder, developer or landowner, the City of Ranson may, upon request, grant relief from the strict application of the requirements.

Considerations for the issuance of Variances to this Ordinance shall adhere to the following criteria:

a. A decision granting or denying the variance request shall only be issued by the Board of Zoning Appeals upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that granting the variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing laws, regulations or ordinances.
b. An affirmative decision granting a variance shall be issued only upon determination that it is the minimum necessary, considering the Special Flood Hazard Area, to afford relief. Financial hardship, used as sole criteria, shall not be considered sufficient justification to grant a variance.
c. An affirmative decision granting a Floodplain variance shall be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
d. The Board of Zoning Appeals shall notify the applicant in writing and signed by a majority of the Board of Zoning Appeals that (i) the issuance of a decision to allow construction of a structure below the Base Flood Elevation will result in increased premium rates for flood insurance, and (ii) such construction below the Base Flood Elevation increases risk to life and property. Such notification shall be maintained with a record of all decisions as required in this Ordinance; and
e. The Board of Zoning Appeals shall (i) maintain a record of all decisions including justification for the decisions, and (ii) report such decisions issued in its biannual report to the Federal Emergency Management Agency.
f. An affirmative decision shall not be granted for issuance of a Floodplain variance for any construction, development use or activity within any Floodway Area that would cause any increase in the Base Flood Elevation.

~~Sec. 5-196~~. Sec. 5-197 Penalties.

Any person who fails to comply with any or all of the requirements or provisions of this article or direction of the Floodplain Administrator, or any other authorized employee of the

~~community~~ City, shall be unlawful and shall be referred to the municipal attorney who shall expeditiously prosecute all such violators. A violator shall, upon conviction, pay a fine to the city of not less than $50.00 or more than $500.00 plus cost of prosecution. In default of such payment such person shall be imprisoned for a period not to exceed ten days. Each day during which any violation of this article continues shall constitute a separate offense. In addition to the above penalties, all other actions are hereby reserved including an action in equity for the proper enforcement of this article. The imposition of a fine or penalty for any violation of, or non-compliance with, this article shall not excuse the violation or non-compliance with the ordinance or permit it to continue; and all such persons shall be required to correct or remedy such violations or non-compliance within a reasonable time. Any structure constructed, reconstructed, enlarged, altered or relocated in non-compliance with this article may be declared by the Caity to be a public nuisance and abatable as such.

(Ord. No. 206, 1-19-10)

~~Sec. 5-197~~. Sec. 5-198 Governmental action and jurisdictional boundary changes.

In accordance with the Code of Federal Regulations, Title 44, Subpart (B), Section 59.22(a)(9)(v), all ~~NFIP~~ FEMA participating communities must notify the Federal Insurance Administration and the State Coordinating Office in writing whenever the boundaries of the ~~community~~ City have been modified by annexation or the ~~community~~ City has otherwise assumed or no longer has authority to adopt and enforce flood plain management regulations for a particular area. In order that all flood insurance rate maps accurately represent the ~~community's~~ City's boundaries, a copy of a map of the ~~community~~ City suitable for reproduction, clearly delineating the new corporate limits or new area for which the ~~community~~ City has assumed or relinquished flood plain management regulatory authority, must be included with the notification.

(Ord. No. 206, 1-19-10)

~~Sec. 5-198~~. Sec. 5-199. Permits for government entities.

Unless specifically exempted by law, all public utilities and municipal, county, state and federal entities are required to comply with this article and obtain all necessary permits. Any entity claiming to be exempt from the requirements of this article must provide a written statement setting forth the rationale for exemption and file the same with FEMA. In addition, the entity claiming exemption shall provide copies of all relevant legal documentation demonstrating the exemption.

(Ord. No. 206, 1-19-10)

~~Sec. 5-199~~. Sec. 5-200. Severability.

If any section, subsection, paragraph, sentence, clause, or phrase of this article shall be declared invalid for any reason whatever, such decision shall not affect the remaining portions of this article which shall remain in full force and effect and for this purpose the provisions of this article are hereby declared to be severable.

(Ord. No. 206, 1-19-10)

~~Sec. 5-199.1~~ Sec. 5-200.1 Liability.

The granting of a permit or approval of a subdivision or development plan in an identified flood-prone area, shall not constitute a representation, guarantee, or warranty of any kind by the city or by any official or employee thereof of the practicability or safety of the proposed use, and shall create no liability upon the city.

The Floodplain Administrator or any other employee or agent charged with the enforcement and administration of this article, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this article or other pertinent law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against any officer or employee or agent because of an act performed by that officer or employee or agent in the lawful discharge of duties and under the provisions of this article shall be defended by legal representative of the jurisdiction until the final termination of the proceedings. The Floodplain Administrator or any employee or agent shall not be liable for the cost of any action, suit, or proceeding that is instituted in pursuant of the provisions of this Code.

All applicants proposing development in or near a flood hazard area are hereby officially advised to locate development as far away from, and/or as high above, all flooding sources as possible.

(Ord. No. 206, 1-19-10)

Repeal: All ordinances in conflict with this Ordinance are hereby repealed.

Effective Date: This Ordinance shall become effective immediately upon final adoption and enactment.

First Reading: October_____, 2026.
Public Hearing: _____, 2026.
Second Reading: _____, 2026

Enacted the _____day of _____, 2026.

Adopted by the City Council of the City of Ranson after a First Reading on _____ and after a Second Reading on _____, 2026 by a vote of _____ in the affirmative, _____ in the negative, and _____ abstentions.

_____

Ken Suits, Mayor

ATTEST:

_____

Darla Armstrong, City Clerk

AFFIX CITY SEAL

Ordinance Amending the Ranson Municipal Code, PART II – The Code Chapter 5 Buildings; Construction and Related Activities Article VIII. Flood Plain Ordinance

AN ORDINANCE to amend the entire Article VIII of the Ranson Municipal Code as more specifically set forth below to meet the requirements of Section 44 CFR Part 60.3(d) of the National Flood Insurance Program.

WHEREAS, the City Council seeks to be in compliance with Section 44 CFR Part 60.3(d) of the National Flood Insurance Program, to continue eligibility in the National Flood Insurance Program,

NOW THEREFORE, be it enacted and ordained by the Council of the City of Ranson, West Virginia, Chapter 5, Article VIII of the Ranson Municipal Code is amended as follows:

ARTICLE VIII. FLOODPLAIN ORDINANCE[1]

Sec. 5-160. Authority.

(a) The provisions of this article have been prepared with the intention of meeting the requirements of the National Flood Insurance Act of 1968 (42 U.S.C. 4001 et seq.) Amended by the Congress of the United States through the 15th of February 1975 (Public Law 91-152).

(b) Authority to adopt, administer and enforce this article is vested in the community pursuant to W. Va. Code, §§ 8-12-14, 7-1-3v, 7-1-3n and 7-1-3kk and W. Va. Code, §§ 8A-4-2, 8A-5-7, 8A-7-2.

(Ord. No. 206, 1-19-10)

Sec. 5-161. Intent.

The intent of this article is to:

(1) Promote the general health, welfare, and safety of the community.

(2) Encourage the utilization of appropriate construction practices in order to prevent or minimize flood damage in the future and protect natural drainage.

(3) Minimize danger to public health and safety by protecting water supply and sanitary sewage disposal in cooperation with the county sanitarian.

[1]Editor's note(s)—Ord. No. 206, adopted January 19, 2010, repealed and reenacted article VIII, §§ 5-161—5-168, in its entirety, which pertained to flood damage control, and derived from Ord. No. 164, adopted October 2, 2006, and Ord. No. 205, adopted December 15, 2009.

(4) Assure the county assessor obtains information concerning improvement of real property as required by W. Va. Code, § 11-3-3A.

(5) Assure county E-911 addresses are obtained to maintain the currency of established emergency response dispatch systems.

(6) Reduce financial burdens imposed on the community, its governmental units, and its residents, by preventing the unwise design and construction of development in areas subject to flooding.

(Ord. No. 206, 1-19-10)

Sec. 5-162. Abrogation and greater restrictions.

This article supersedes any ordinance currently in effect in flood prone areas. Any ordinance, however, shall remain in full force and effect to the extent that its provisions are more restrictive. If there is any conflict between any of the provisions of this Ordinance, the more restrictive shall apply.

(Ord. No. 206, 1-19-10)

Sec. 5-163. Applicability.

It shall be unlawful for any contractor, person, partnership, business, or corporation to undertake or cause to be undertaken, any development, new construction, substantial improvement, repair of substantial damage, or the placement or relocation of any structure (including manufactured homes) within the City in the Special Flood Hazard Area within the City of Ranson unless a permit application has been completed and a permit or certificate of occupancy has been obtained from the special flood hazard area administrator. In addition, where land partially or fully in the special flood hazard area is to be developed, subdivided, utilized for a manufactured home park or subdivision or otherwise developed, a site plan with elevation data must be submitted to, and approved by, the special flood hazard area administrator prior to any development.

Provision of all other codes, ordinances, and regulations shall be applicable insofar as they are consistent with the provisions of this article and the City's need to minimize the hazards and damage resulting from flooding.

(Ord. No. 206, 1-19-10)

Sec. 5-164. Matters not provided for specifically.

Where conditions are encountered that are not specifically provided for herein, the special flood hazard area administrator shall determine the applicability of the provisions of this article in accordance with its intent and shall require the applicant to take appropriate measures pursuant to such determination.

(Ord. No. 206, 1-19-10)

Sec. 5-165. Interpretations.

For the purpose of this article, the following interpretations shall apply:

(1) Words used in the present tense include the future tense.

(2) The singular includes the plural.

(3) The plural includes the singular.

(4) The word "person" includes a corporation, unincorporated association or partnership as well as an individual.

(5) The term "shall" or "will" is always mandatory.

(6) The word "building" or "structure" shall be construed as if followed by the phrase "or part thereof".

(7) The word "ordinance" [article] shall refer to the special flood hazard area ordinance.

(Ord. No. 206, 1-19-10)

Sec. 5-166. Definitions.

Unless specifically defined below, words and phrases used in this article shall be interpreted so as to give this article its most reasonable application.

Adjacent Property includes any surface tract, regardless of whether such surface tract is entirely within the City of Ranson, so long as a portion of said surface tract is located within the town, which shares an immediate and common boundary up or down stream to the property that is the subject of the application for a Special flood hazard area Permit. Adjacent property also includes all other property that may be affected by flooding.

Adversely Affect Adjacent Properties means that to adversely affect a property, the increase in the elevation of the 1% chance (100-year) base flood elevation must be more than 1 foot at any point. Stated conversely, if the effect is that the 1% chance (100-year) flood base flood elevation rises 1 foot or less, the property is not “affected.” This standard does not apply to the Floodway. If prior permit(s) has/have been approved in the same area of the Special flood hazard area, the above definition would include the cumulative impact to the base flood elevation.

Advisory Flood Height is the water surface elevation (WSEL), in feet, of the 1% annual chance (100-year) flood at a given location, as determined using hydrology and hydraulics (H&H) analysis and the best available elevation data.

Appurtenant structure means a secondary structure on the same parcel of property as the principal structure, the use of which is incidental to the use of the principal structure and shall not be habitable but shall only be used for storage in association with the principal structure on said property. This does not include a gas or liquid storage tank.

Base flood means the flood, which has been selected to serve as the basis upon which the special flood hazard area management provisions of this and other ordinances have been prepared; for purposes of this article, the 100-year flood. Otherwise stated, it means the flood having a one percent (1%) chance of being equaled or exceeded in any given year.

Base flood elevation means the water surface elevation of the base flood in relation to the datum specified on the City's Flood Insurance Rate Map (FIRM). For the purposes of this article, the 100-year flood or one percent or greater chance of flooding in any given year.

Basement means any area of the building having its floor sub grade (below ground level) on all sides.

Certificate of occupancy means a certification that the entire development, including the elevation of fill or the lowest floor of a structure, is in compliance with all of the provisions of this article.

Compensatory storage means an artificially excavated, hydraulically equivalent volume of storage within the special flood hazard area used to balance the loss of natural flood storage capacity when artificial fill or structures are placed within the special flood hazard area.

Contractor (W. Va. Code, § 21-11-3(c)) means a person who in any capacity for compensation, other than as an employee of another, undertakes, offers to undertake, purports to have the capacity to undertake, or submits a bid to construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, structure or excavation associated with a project, development or improvement, or to do any part thereof, including the erection of scaffolding or other structures or works in connection therewith, where the cost of the undertaking is $2,500 (two thousand five hundred dollars) or more. "Contractor" includes a construction manager who performs management and counseling services on a construction project for a professional fee.

"Contractor" does not include:

(1) One who merely furnishes materials or supplies without fabricating or consuming them in the construction project;

(2) A person who personally performs construction work on the site of real property which the person owns or leases whether for commercial or residential purposes;

(3) A person who is licensed or registered as a professional and who functions under the control of any other licensing or regulatory board, whose primary business is real estate sales, appraisal, development, management and maintenance, who acting in his or her respective professional capacity and any employee of such professional, acting in the course of his or her employment, performs any work which may be considered to be performing contracting work;

(4) A pest control operator licensed under the provisions of W. Va. Code, §19-16(A)-7(a) to engage in the application of pesticides for hire, unless the operator also performs structural repairs exceeding $1,000.00 on property treated for insect pests; or

(5) A corporation, partnership or sole proprietorship whose primary purpose is to prepare construction plans and specifications used by the contractors defined in W. Va. Code, § 21-11-3(c) and who employs full time a registered architect licensed to practice in this state or a registered professional engineer licensed to practice in this state. "Contractor" also does not include employees of such corporation, partnership or sole proprietorship.

Critical facility means any facility in which even a slight chance of flooding is too great a threat. Typical critical facilities include hospitals, fire stations, police stations, storage of critical records, and similar facilities. These should be given special consideration when formulating regulatory alternatives and special flood hazard area management plans. A critical facility should not be located in a special flood hazard area if at all possible. If a critical facility must be located in a special flood hazard area, it should be provided a higher level of protection so that it can continue to function and provide services during a flood.

Development means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations oil/gas well sites, pads, pits, retention ponds or storage of equipment or materials.

Flood means a general and temporary inundation of normally dry land areas.

Flood Insurance Rate Map (FIRM) means the official map on which the Federal Emergency Management Agency has delineated both the special flood hazard areas and the risk premium zones applicable to the City. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

Flood insurance study means the official report in which the Federal Emergency Management Agency has provided flood profiles, floodway information, and water surface elevations.

Floodplain means: (*Also See: Special flood hazard area)*

(1) A relatively flat or low land area adjoining a river, stream, or watercourse which is subject to partial or complete inundation;

(2) An area subject to the unusual and rapid accumulation or runoff of surface waters from any source.

Floodplain Administrator shall be a resident of West Virginia and/or a person who has completed within one year of his or her appointment the State/FEMA sponsored NFIP Class 273 entitled “Managing Floodplain Development” and remain current with State required continuing education training pursuant to W.Va. Code § 15-5-20(a). In the absence of a formally appointed Floodplain Administrator, the duties set forth in this Ordinance for the Floodplain Administrator shall be temporarily fulfilled by the City Manager or the Mayor.

Floodway means the channel of a river or other watercourse and the adjacent land area that must be reserved to discharge the base flood without increasing the water surface elevation of that flood more than one foot at any point.

Flood proofing (NON-RESIDENTIAL ONLY) means any combination of structural and non-structural additions, changes or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Freeboard means a factor of safety usually expressed in feet above a flood level or BFE for purposes of floodplain management. Freeboard tends to compensate for unknown factors that may contribute uncertainty to flood heights of any given flood and floodway condition, such as wave action, blockage at stream crossings, and increased runoff from urbanization of the watershed.

Highest adjacent grade means the highest natural elevation of the ground surface immediately adjacent to the development or structure foundation. This is primarily used for purposes of insurance rating in approximated floodplains.

Historic structure means any structure that is:

(1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

(2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

(3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or

(4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

   a. By an approved state program as determined by the Secretary of the Interior; or

   b. Directly by the Secretary of the Interior in states without approved programs.

Interested Person or Party includes (1) the applicant; (2) the owner(s) of the subject property; (3) at least one adult residing in any residence on the subject property at the time the Floodplain Permit Application is filed; (4) owners of any adjacent property; and (5) at least one adult residing in any residence on the adjacent property at the time the Floodplain Permit Application is filed.

Licensed manufactured home retailer means a business licensed to sell manufactured homes in the state as set forth in the State Code.

Licensed manufactured home installer means a contractor licensed to install manufactured homes in the state as set forth in the State Code.

Licensed professional surveyor means any person licensed by the West Virginia State Bboard of Examiners of Land Surveyors to engage in the practice of land surveying as defined in the State Code.

Lowest Adjacent Grade (LAG) means the lowest natural elevation of the ground surface immediately adjacent to the proposed development or structure foundation. The primary use of the LAG is to determine whether the structure is located within a special flood hazard area by comparing it to the base flood elevation.

Lowest floor means the lowest floor of the lowest enclosed area (including basement). An unfinished enclosure constructed with flood resistant materials as defined in FEMA Technical Bulletin 2-93 (FIA-TB-2) and usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure has proper flood openings and is not built so as to render the structure in violation of the applicable non-elevation design requirements of this article.

Manufactured home means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

New construction means structures for which the start of construction as herein defined commenced on or after June 15, 1979 and including any subsequent improvements to such structures.

100-year flood (1% Annual Chance) means a flood that has one chance in 100 or a one percent chance of being equaled or exceeded in any given year. (See Base Flood Elevation also)

Person means any individual or group of individuals, corporation, partnership, association or other entity, including state and local governments and agencies.

Practice of engineering means any service or creative work, as described in W. Va. Code, article 30-13-1 et seq., the adequate performance of which requires engineering education, training and experience in the application of special knowledge of the mathematical, physical and engineering sciences to such services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems; planning the use of land and water; teaching of advanced engineering subjects, engineering surveys and studies; and the review of construction for the purpose of assuring compliance with drawings and specifications any of which embraces such services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects and industrial or consumer products or equipment of a mechanical, electrical, hydraulic, pneumatic or thermal nature, insofar as they involve safeguarding life, health or property, and including such other professional services as may be necessary to the planning, progress and completion of any engineering services. Engineering surveys include all survey activities required to support the sound conception, planning, design, construction, maintenance and operation of engineered projects.

Any person who practices any branch of the profession of engineering or who, by verbal claim, sign, advertisement, letterhead, card or in any other way represents himself or herself to be a registered professional engineer, or by using another title implies that he or she is a registered professional engineer or that he or she is registered under W. Va. Code, article ~~13~~ 30-13-1 et seq., or who holds himself or herself out as able to perform, or who performs any

engineering service or work or any other service designated by the practitioner which is recognized as engineering, is considered to practice or offer to practice engineering within the meaning and intent of W. Va. Code, article ~~13~~ 30-13-1 et seq.

Principally above ground is where at least 51 percent of the actual cash value of a structure, less land value, is above ground. [44 Code of Federal Regulations §59.1]

*Professional is a*ny "professional" including but not limited to a "contractor," "developer," "engineer," "architect," "hydrologist," "land surveyor," etc., acting in any capacity with respect to this Ordinance, must be licensed by the State of West Virginia, when certification or licensure from the State of West Virginia is so required.

Reasonably safe from flooding means that during the base flood, or any other known flooding by the Floodplain Administrator, water should not damage structures and any subsurface waters related to the base flood should not damage existing or proposed structures. Ways of determining Reasonably Safe from Flooding may be 3 feet above Highest Adjacent Grade, above high-water marks from historic flooding, using topographic extrapolation from contour lines or utilizing the advisory flood height data on the WV Flood Tool.

Recreational vehicle means a vehicle which is:

(1) Built on a single chassis;

(2) Four hundred square feet or less when measured at the largest horizontal projection;

(3) Designed to be self-propelled or permanently towable by a light duty truck; and

(4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Registered professional engineer means a person who has been duly registered or licensed as a registered professional engineer by the West Virginia State B~~b~~oard of Registration for Professional Engineers as required under W. Va. Code, article 30-13-1 et seq.

Remedy a violation means to bring a structure or other development into compliance with the requirements of this article, or, if full compliance is not possible, to reduce the adverse impacts of the non-compliance to the greatest extent feasible.

Special flood hazard area means the land in the special flood hazard area subject to a one percent or greater chance of flooding in any given year. Special flood hazard areas are designated by the Federal Emergency Management Agency in flood insurance studies and on flood insurance rate maps as zones A, AE, AO, AH, and A99. The term includes areas shown on other flood hazard maps that are specifically listed or otherwise described in this article.

Start of construction means the date the permit was issued, including permit for substantial improvement or repair of substantial damage, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond initial excavation, or the placement of a manufactured home on a foundation. Although a permit must be obtained prior to the

beginning of the permitted work, permanent construction does not include land preparation, such as clearing, grading and filling, nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For an alteration, the actual start of construction means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

State coordinating office means the West Virginia Emergency Management Division.

Stream means, as defined in W. Va. Code, § 7-1-3U, any watercourse, whether natural or man-made, distinguishable by banks and a bed, regardless of their size, through which water flows continually or intermittently, regardless of its volume.

Structure means a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

Subdivision means development that includes the creation of individual land parcels for future sale. It does not include development where rights-of-way or easements are obtained and recorded.

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. Substantial damage also means cumulative flood-related damages sustained by a structure on two separate occasions during a ten-year period for which the cost of repairs at the time of each flood event equals or exceeds 25 percent of the market value of the structure before the damage occurred. See "Substantial Improvement."

Substantial improvement means any repair, reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement.

This term includes structures which have incurred "substantial damage," as defined herein regardless of the actual repair work performed. The term does not, however, include any project for improvement of a structure to correct existing violations of state or local health, sanitary or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.

Historic structures undergoing repair or rehabilitation that would constitute a substantial improvement as defined above, must comply with all ordinance requirements that do not preclude the structure's continued designation as a historic structure. Documentation that a specific ordinance requirement will cause removal of the structure from the National Register of Historic Places or the State Inventory of Historic Places must be obtained from the Secretary of the Interior or the State Historic Preservation Officer. Any exemption from ordinance requirements will be the minimum necessary to preserve the historic character and design of the structure.

For the purpose of this definition improvement is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences whether or not that alteration affects the external dimensions of the structure.

Top of bank means the lines depicted on the FIRM maps delineating each side of a stream indicate the top of bank. In the field a professional familiar with fluvial geomorphology should document the top of bank. When a professional is not employed the top of the bank will be considered to be the top of the first significant slope landward of the water's edge when it is followed by at least 50 feet of relatively flat land.

Violation means the failure of any structure or development to be fully compliant with all the requirements of this article. Any structure or other development lacking the certifications, finished construction elevation certificate or other evidence of compliance required by this article is presumed to be in violation until such time as that documentation is provided. No future improvements or developments can be made to structures found to be in violation unless the development is to bring the structure into compliance with this article.

(Ord. No. 206, 1-19-10)

Sec. 5-167. Identification and establishment of flood plain area.

(a) The identified special flood hazard area shall be those areas of the city which are subject to the 100-year flood or the 1% or greater chance of flooding in any given year as shown on the Flood Insurance Rate Map (FIRM) and described in the Flood Insurance Study (FIS) prepared for the City by the Federal Emergency Management Agency (FEMA) dated November 27, 2026 or the most recent revision thereof including all digital data developed as part of the FIS.

(b) The identified special flood hazard area shall also be those areas which have been identified as flood hazard areas by the City by use of historic or other technical data and shown on an officially recognized **"**FIRM or the West Virginia Flood Tool specifically Advisory Flood Height data." These areas shall be designated as appropriate with the level of technical data described below and shall be managed accordingly.

(Ord. No. 206, 1-19-10)

Sec. 5-168. Descriptions of special flood hazard areas.

(a) The identified special flood hazard area shall consist of the following four specific areas:

    (1) The floodway area (F1) shall be those areas of AE zone identified as Floodways in the FIS and as shown on the FIRM. The term shall also include floodway areas identified in studies required to be used in the approximate areas as discussed below.

    (2) The AE Area Without Floodway (F2) shall be those areas identified as an AE Zone on the FIRM included in the FIS prepared by FEMA for which specific 100-year flood elevations have been provided but no Floodway has been delineated.

(3) The Approximated floodplain (F3) shall be those areas identified as an zone on the FIRM included in the FIS prepared by FEMA for which 100-year flood elevations have been provided but no floodway has been delineated.

(4) Advisory Flood Heights. This information is displayed on the WV Flood Hazard Determination Tool. This data may be used (when available) by the Floodplain Administrator to determine if a property is in the Special Flood Hazard Area, also to assist to determine the height in which to elevate the structure as a permitting tool and is acceptable data to FEMA for a Letter of Map Amendment (LOMA).

(b) The AO and AH floodplain those areas identified as Zones AO and AH on the FIRM and in the FIS. These areas are subject to inundation by 1-percent-annual-chance shallow flooding where average depths are between one and three feet. In Zones AO and AH, drainage paths shall be established to guide floodwaters around and away from structures on slopes.

(Ord. No. 206, 1-19-10)

Sec. 5-169. Changes in designation of area.

(a) The delineation of the identified special flood hazard area may be revised by the City where natural or man-made changes have occurred and/or more detailed studies conducted or undertaken by the U.S. Army Corps of Engineers or other qualified government agency or a private entity or individual can document the necessity for such changes. The process to revise the delineation of the identified special flood hazard area may be recommended by the Floodplain Administrator and executed by the City of Ranson. However, prior to any such change, approval must be obtained from the Federal Emergency Management Agency (FEMA).

(b) The City's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable but, not later than six months after the date such information becomes available, the City shall notify FEMA of the changes by submitting technical or scientific data.

(c) The city may identify and regulate new local flood hazard or ponding areas. These areas may be delineated on a "local flood hazard map" using best available topographic data and locally derived information such as flood of record, historic high-water marks or approximate study methodologies.

(Ord. No. 206, 1-19-10)

Sec. 5-170. Elevations prevail.

(a) If the lowest natural grade adjacent to proposed development within an identified flood hazard area is *above* the base flood elevation, and the following is provided to the Floodplain Administrator, the structure shall be considered to be outside the special flood hazard area and shall not be required to conform to the flood prevention design and

construction standards or flood-related development codes in Section 5-183 of this ordinance:

1. Elevation information certified by a Licensed / registered professional engineer and a site plan demonstrating that all proposed development will occur above the Base Flood Elevation.

2. A Letter of Map Amendment (LOMA) from FEMA removing the site from the SHFA.

(b) If the lowest natural grade adjacent to proposed development is below the base flood elevation, the site shall be considered to be within the special flood hazard area and the proposed structure shall be required to conform to all appropriate provisions of this article.

(Ord. No. 206, 1-19-10)

Sec. 5-171. Boundary disputes.

Should a dispute concerning any floodplain boundary arise, an initial determination shall be made by the floodplain administrator and any party aggrieved by this decision may appeal to the Board of Zoning Appeals. The burden of proof shall be on the appellant/applicant.

(Ord. No. 206, 1-19-10)

Sec. 5-172. Utilization of flood plain area; floodway.

(a) Within any floodway area, no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels during the occurrence of the base flood discharge. The resultant engineering study (H&H) shall include a cover letter, signed and sealed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator.

(b) Because floodways present increased risk to human life and property due to their relatively faster and deeper flowing waters, the floodways shall be preserved to the greatest extent possible.

(1) New development shall not be permitted in the floodway where reasonable alternatives exist elsewhere as determined by the Floodplain Administrator. In addition to the requirements below the applicant shall demonstrate that there are no reasonable alternatives other than the floodway encroachment before a permit is issued.

(2) When the floodway is the only reasonable alternative, the applicant shall demonstrate that the floodway encroachment is the minimum necessary to accomplish the project.

(3) All permitted uses, activities, and development shall be undertaken in strict compliance with the flood proofing and related provisions contained herein, and in all other applicable codes, ordinances and regulations.

(4) When small, single lot development (not incorporating significant amounts of fill) is proposed in a special flood hazard areas for which no regulatory floodway has been designated, a regulatory floodway may, at the discretion of the Floodplain Administrator, be determined to be a width equal to the channel of the stream and the adjacent land areas to a distance of one-half the width of the special flood hazard area as measured from the top of the bank nearest the site to the upland limit of the 1% annual chance special flood hazard area boundary.

(Ord. No. 206, 1-19-10)

Sec. 5-173. Floodway fringe.

Within any floodway fringe area any development and/or use of land shall be permitted provided that all such uses, activities and/or development shall be undertaken in strict compliance with the flood-proofing and related provisions contained herein and in all other applicable codes, ordinances and regulations.

(Ord. No. 206, 1-19-10)

Sec. 5-174. AE Zone without floodway area.

Within any AE without floodway area, no new construction or development shall be allowed unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the elevation of the 100-year flood more than one foot at any point. This requirement can be satisfied by utilization of the floodway area where determined.

(Ord. No. 206, 1-19-10)

Sec. 5-175. Approximated special flood hazard area (zone "A"); administrative procedures.

(a) Within any approximated special flood hazard area:

(1) The Floodplain Administrator shall use elevation and floodway information from federal, state, or other acceptable sources when available to determine the elevation above which development will be reasonably safe from flooding.

(2) When data from an acceptable source is not available, the special flood hazard area administrator shall review, or shall cause to be reviewed; all proposed development to determine (1) the amount being invested, and (2) the specific flood risk at the site.

The Floodplain Administrator shall then require the applicant to determine the elevation above which the development will be reasonably safe from flooding using the techniques set forth in subsection (b). When hydrologic and hydraulic analyses are required, they shall only be undertaken by a registered professional engineer who shall certify that the methods used correctly reflect currently accepted technical concepts. The resultant study shall include a cover letter, signed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, computations, etc. shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator.

(3) Any development and/or use of land shall be permitted provided that all such uses, activities and/or development shall be undertaken in strict compliance with the flood-proofing and related provisions contained herein and in all other applicable codes, ordinances and regulations.

(4) Within any approximated Floodplain Zone (Zone A) without Floodway Area, no new construction or development shall be allowed unless it is demonstrated that the cumulative impact of the proposed development, when combined with all other existing and anticipated development, will not increase the elevation of the 100-year flood more than one (1) foot at any point.

(5) When Advisory Flood Height Data is available, this data will be utilized to assist in permitting and regulating development within the Special Flood Hazard Area.

(b) Development proposed in flood hazard areas without base flood elevations ("A" zones) must provide the data necessary for the Floodplain Administrator to establish a flood elevation as set forth below.

(1) *Method I—Using "point on boundary" elevation data and/or historic flood height data.* This method produces approximate flood elevations and should only be used for development that represents a low safety risk and minimal investment of $20,000.00 or less. If this method is used for structures other than appurtenant structures i.e. garages or sheds (not recommended by the state special flood hazard area management program) the lowest floor height must be elevated at least three feet above the highest adjacent grade (HAG) even when the collected elevation data would indicate a lower elevation. Three feet above HAG will result in more affordable flood insurance rates AND added safety.

(2) *Method II—USGS methodology, Quick-2 engineering program or advisory flood heights obtained through LOMA or other source.* Development that represents a low to medium safety risk and a moderate investment level of $60,001.00 to $99,000.00 must use this semi-detailed method to develop a base flood elevation. More information on the USGS methodology or the LOMA process can be obtained from the state special flood hazard area management program; local engineers can find

information on the Quick-2 program at the FEMA website: www.fema.gov/plan/prevent/fhm/dl_qck22.shtm

(3) *Method III—HEC-II or HEC-ras engineering.* Development that represents a medium to high safety risk and/or a significant investment over $99,001.00 must use this detailed method to develop a base flood elevation This BFE can be used for permitting AND to obtain the lowest possible flood insurance.

(Ord. No. 206, 1-19-10)

Sec. 5-176. Alteration or relocation of a stream; stream crossing administrative procedures.

(a) Whenever a developer intends to alter or relocate a stream within the special flood hazard area, the developer shall notify in writing, by certified mail, the City, the Floodplain Administrator, the State Coordinating Office, any adjacent communities and any adjacent property owners of all such intended activities prior to the alteration or relocation of the stream. Copies of all required notifications must be submitted to the Federal Emergency Management Agency. In addition, prior to issuing the local permit, the Floodplain Administrator shall require copies of all necessary permits from those governmental agencies from which Federal or State law requires approval.

(b) The developer shall also assure the City in writing that the flood carrying capacity within the altered or relocated portion of the stream will be maintained. The Floodplain Administrator may require the applicant to demonstrate that the altered or relocated portion of stream will provide equal or greater conveyance than the original stream segment. If hydrologic and hydraulic (H&H) analyses are required, they shall only be undertaken by a registered professional engineer, who shall certify that the methods used correctly reflect currently accepted technical concepts. The resulting study (H&H) shall include a cover letter, signed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, computations, etc. shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator.

(c) Alteration of a stream includes placement of temporary or permanent culverts, bridges or other stream crossings. The Floodplain Administrator may require the use of certain "best practice" techniques in the construction of bridges, culverts or stream crossings to prevent damage, loss of stream crossings and localized flooding caused by blockage. These techniques may include, but are not limited to, wing walls, trash grates or requiring openings to be of sufficient size to pass debris and/or anticipated future increases in flood heights.

(d) All new and replacement bridges, culverts and other stream crossings shall adhere to the relevant anchoring requirements contained in this article.

(e) The developer is required to provide the City with a legal agreement detailing all scheduled inspections and maintenance to be performed on altered or relocated watercourses including culverts, bridges and other stream crossings. It shall be the responsibility of the applicant to transfer this agreement to the new owner when the land associated with the

watercourse alteration is transferred. A copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall be subject to the violator to the penalties set forth in section 5-196.

(f) When any watercourse alteration has occurred, the applicant must submit any maps, computations or other material required by the Federal Emergency Management Agency (FEMA) to revise the flood ~~i~~nsurance study and/or Flood Insurance Rate Maps, when notified by the Floodplain Administrator, and must pay any fees or other costs assessed by FEMA for this purpose.

(g) The Floodplain Administrator shall determine whether the structure is a new hydraulic structure or a replacement for a hydraulic structure that existed prior to the effective date of the original community Flood Insurance Rate Map.

(1) *Replacements for stream crossings constructed before the effective date of the original community Flood Insurance Rate Map (pre-FIRM structures).* The Floodplain Administrator will establish whether the replacement structure would be essentially identical to the existing hydraulic structure. This will include but is not limited to deck height and the amount of encroachment caused by approaches and abutments. In most cases, replacing a pre-FIRM structure with an essentially identical structure may be determined to maintain the existing flood carrying capacity of the channel. If the Floodplain Administrator is not confident the replacement structure will not have an adverse impact on flood heights, the applicant will be required to obtain a professional opinion from a qualified engineer. Either the developer or the responsible engineer shall provide a signed statement to the Floodplain Administrator assuring the City that the flood carrying capacity of the channel will be maintained. Specific special flood hazard area ordinance requirements such as anchoring and other requirements to prevent future flood damage to replacement stream crossings shall be strictly adhered to.

(2) *New hydraulic structures.* Developer must assure the flood plain administrator that the stream alteration will not adversely affect the flood carrying capacity of the channel. This shall be accomplished by requiring the applicant to obtain a hydraulic and hydrologic study from a registered professional engineer. The resultant study shall be accompanied by a cover letter, signed and sealed by the responsible professional, setting forth the study findings in layman's terms. A study may not be necessary if the developer can provide technical data demonstrating that the new hydraulic structure's abutments won't impinge on the channel and the lowest chord of the bridge deck will be located above Base flood elevation. Additional data will be required if fill is used to elevate approaches and/or if parts of the bridge encroach into the mapped floodway.

(3) *Replacement of hydraulic structures originally installed after the issuance of the original effective flood insurance rate map; violations.* Hydraulic structures installed without a permit and in violation of the City’s special flood hazard area regulations shall be required to adhere to the requirements for new structures listed above.

(Ord. No. 206, 1-19-10)

Sec. 5-177. Criteria for building and site plan approval; generally.

Permits are required in order to determine whether all new construction or substantial improvements are:

(1) Located in an identified special flood hazard area, floodway or other special flood hazard area.

(2) Designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

(3) Constructed with material and utility equipment resistant to flood damage as outlined in FEMA Technical Bulletin 2-93 (FIA-TB-2) or the most recent revision thereof.

(4) Constructed by methods and practices that minimize flood damage.

(5) Constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

(6) To comply with W. Va. Code, § 11-3-3a concerning county assessor "building or real property improvement notice."

(7) Approved by county health department for water and sewer and other permits to assure facilities are designed or located in compliance with the flood damage reduction requirements of this article.

(Ord. No. 206, 1-19-10)

Sec. 5-178. Basic format.

The basic format of the permit shall include the following:

(1) Name and address of applicant.

(2) Name and address of owner of land on which proposed development is to occur.

(3) Names, addresses, and valid WV license numbers of all contractors working at the building site, or affidavits stating that work is being performed by individuals exempt from contractor licensing as set forth in W. Va. Code, title 28, series 2, section 3.9(b) or the most recent revision thereof, if known at the time the permit application is submitted. If not known, the applicant shall provide the information within 14 calendar days of execution of a contract with its contractor(s) prior to beginning construction.

(4) A description of site location sufficient to locate the project including tax map and parcel number and most recent deed book and page number.

(5) A standard site plan showing size and location of the proposed development as well as any existing buildings or structures. The site plan shall also show all adjacent roads and watercourses with direction of flow, the lowest adjacent grade to the proposed foundation and/or toe of fill, the base flood elevation and the location of the floodway boundary when applicable.

(6) An acknowledgement that the applicant agrees to pay any and all fees associated with the permitting process as set forth in section 5-193.

(7) Reserved.

(8) An acknowledgement that the applicant agrees to allow the Floodplain Administrator and authorized representatives of floodplain management programs access to the development to inspect for compliance.

(9) The contract required by W. Va. Code, title 28, series 4, and all addendums to the contract(s) shall be presented to the special flood hazard area administrator for review within fourteen (14) business days of contract signing. The Floodplain Administrator shall keep copies of the contracts or addendums and shall file "redacted" copies of the contracts and addendums with the Clerk of the County Court in the Applicant's Permit Application file. The Floodplain Administrator shall consult with the applicant to redact proprietary and confidential information from the contracts and addendums that are not otherwise public information. Failure to present contract(s) or addendums for review shall void the permit. If a licensed contractor is not involved, or the work is of an aggregate value of less than $10,000.00 including materials and labor, a brief written description of proposed work and the estimated value will suffice.

(Ord. No. 206, 1-19-10)

Sec. 5-179. Elevation and flood proofing information.

(a) All applicants are encouraged to exceed the minimum elevation requirements contained herein. Flood insurance rates can be lowered significantly by increasing the elevation of the lowest floor above the freeboard height required by this article.

(b) Depending on the type of structure involved, the following information shall also be included in the application for work within the special flood hazard area:

(1) For structures to be elevated two feet above the base flood elevation:

a. A plan showing the size of the proposed structure and its relation to the lot where it is to be constructed.

b. A determination of elevations of the base flood, existing ground, proposed finished ground and lowest floor, certified by a registered professional engineer or licensed professional surveyor.

c. Plans showing the method of elevating the proposed structure including details of proposed fills, pile structures, retaining walls, foundations, erosion protection

measures, etc. When required by the Floodplain Administrator, a registered professional engineer or architect shall prepare these plans.

d. Plans showing the methods used to protect utilities (including sewer, water, telephone, electric, gas, etc.) from flooding to two feet above the base flood elevation at the building site.

e. During the course of construction, as soon as the basic elements of the lowest floor are in place and before further vertical construction, it is highly recommended that the applicant check for error by obtaining elevation data completed by a registered professional engineer or licensed professional surveyor certifying the height of the lowest floor. If a mistake in elevation has been made, this is the best time to correct the error.

f. A finished construction elevation certificate must be prepared by a licensed professional surveyor or others of demonstrated qualifications. The elevation certificate must confirm that the structure in question, together with attendant utilities is elevated in compliance with permit conditions.

g. A non-conversion agreement shall be signed by the applicant whenever the Floodplain Administrator determines that the area below the first floor could be converted to a non-conforming use (generally applies to enclosed areas below base flood elevation that are five feet high or more). This agreement shall state:

1. The area below base flood elevation shall not be converted for use other than for parking, building access or for allowable storage as detailed in this article.

2. The applicant agrees to notify prospective buyers of the existence of the non-conversion agreement. It shall be the responsibility of the applicant to transfer the agreement at closing to the new owner via notarized signature, a copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(2) For structures to be flood proofed to two feet above the base flood elevation (nonresidential structures only):

a. All applicants are encouraged to exceed the minimum flood proofing requirements contained herein. Flood insurance rates can be lowered significantly by increasing the level of flood proofing above the height required by this article. In order to obtain an "elevation credited" flood insurance rate on dry flood proofed buildings, flood proofing must extend at least one foot above the base flood elevation.

b. Plans showing details of all flood proofing measures, prepared by a registered professional engineer, showing the size of the proposed structure and its relation to the lot where it is to be constructed.

c. A determination of elevations of the base flood, existing ground, proposed finished ground, lowest floor, and flood proofing limits; certified by a registered professional engineer or licensed professional surveyor.

d. A flood proofing certificate, FEMA 81-65, as revised by FEMA, shall be prepared by the registered professional engineer who prepared the plans in subsection (1), stating that the finished structure, together with attendant utility and sanitary facilities is designed so that:

1. The structure is watertight with walls substantially impermeable to the passage of water from the lowest structural element to two feet above the base flood elevation.

2. The structure will withstand the hydrostatic, hydrodynamic, buoyant, impact, and other forces resulting from the flood depths, velocities, pressures, and other factors associated with the base flood.

(3) For appurtenant structures constructed of flood resistant materials used solely for parking of vehicles, or limited storage, (appurtenant structures only):

a. A site plan prepared by a licensed professional surveyor or others of demonstrated qualifications showing elevation of existing ground, proposed finished ground and lowest floor. The plan shall also show details of proposed flood resistant materials usage and the size of the proposed structure and its relation to the lot where it is to be constructed. The location of the floodway boundary shall be represented on the plan when a floodway is present on the site.

b. An elevation certificate, based on finished construction, must be prepared by a licensed professional surveyor or others of demonstrated qualifications. The elevation certificate confirm that the structure in question, together with attendant utilities is designed so that:

1. Flood resistant materials as detailed in FEMA Technical Bulletin 2-93 (FIA-TB-2) are used in the construction of the structure from the lowest structural element to two feet above the base flood elevation and that all utilities are located at least two feet above the base flood elevation.

2. Hydrostatic flood forces on exterior walls are equalized by allowing for automatic entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

A. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.

B. The bottom of all openings shall be no higher than one foot above grade.

C. Openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

c. In addition, the applicant shall sign a non-conversion agreement and notify prospective buyers of the existence of the agreement. It shall be the responsibility of the applicant to transfer the non-conversion agreement to any new owner at closing via notarized signature. A signed copy of the transferred non-conversion agreement shall be provided to the special flood hazard area administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(Ord. No. 206, 1-19-10)

Sec. 5-180. Site plan criteria.

(a) Site plans are required for all development, new construction and substantial improvements determined to be located in a mapped special flood hazard area and all proposed subdivisions and manufactured home parks. These proposals shall be reviewed by the Floodplain Administrator to assure that they are consistent with the need to minimize flood damage. The owner or developer shall submit a preliminary site plan to the Floodplain Administrator that includes the following information:

(1) A map showing the location of the proposed subdivision and/or development with respect to special flood hazard areas, proposed lot sites, and fills.

(2) Name of registered professional engineer, licensed professional surveyor or other qualified person responsible for providing the information required in this section.

(3) Where the subdivision or manufactured home park lie partially or completely in the special flood hazard areas, the plan map shall include detailed information giving the location and elevation of proposed roads, public utilities and building sites. All such maps shall also show contours at intervals of two or five feet depending upon the slope of the land and identify accurately the boundaries of the special flood hazard areas. A registered professional engineer or licensed professional surveyor must certify the site plan.

(b) All subdivision proposals and other proposed new developments which are proposed to take place either fully or partially within the approximated special flood hazard area and which are greater than ten lots or two acres, whichever is the lesser, shall include base flood elevation data and shall delineate a floodway.

When a flood insurance study (FIS) is available from FEMA, the data contained in that study must be used to substantiate the base flood elevation.

(1) If a FEMA flood insurance study is not available, the required data may be available from an authoritative source, such as the U.S. Army Corps of Engineers, U.S.

Geological Survey, Natural Resource Conservation Service or state and local water resource department.

(2) If the required data is not available from other sources, the applicant shall develop the technical data using detailed methodologies comparable to those contained in a flood insurance study. This data shall be prepared and certified by a registered professional engineer, who shall certify that the methods used correctly reflect currently accepted technical concepts.

(c) Where the subdivision or other development site lies partially in the special flood hazard area and all proposed development including fill will take place on natural grade a significant vertical distance above the approximated floodplain area (zone "A") boundary depicted on the map, development of detailed base flood elevation data may not be necessary. In these cases, the site plan for the proposed development must show contours at intervals of two or five feet, depending on the slope, and clearly delineate the area to be developed and the location of the floodplain area boundary as scaled from the FEMA map. A registered professional engineer or licensed professional surveyor must certify the site plan.

(Ord. No. 206, 1-19-10)

Sec. 5-181. Restrictions to subdivision of land in special flood hazard areas.

Subdivision of land in the special flood hazard area must result in lots that include a buildable portion outside of the identified special flood hazard area and be served by streets within the proposed subdivision having surfaces not lower than one foot below the elevation of the line defining the special flood hazard area limits. All new structures must be sited on the portion of the subdivided lot that is located outside of the identified special flood hazard area.

(Ord. No. 206, 1-19-10)

Sec. 5-182. Restrictions to development in special flood hazard areas.

The development of any proposed manufactured home (rental unit) park or other commercial (for profit and non-profit), institutional, or industrial type development project shall result in a buildable area outside of the identified special flood hazard area. The buildable area shall have a minimum building setback of 25 feet horizontal from the limits of the flood hazard area, or two feet vertical above the base flood elevation, whichever is greater in the horizontal distance from the limits of the flood hazard area. All new building and structures shall be sited on the buildable area located outside of the identified special flood hazard area.

(Ord. No. 206, 1-19-10)

Sec. 5-183. Specific requirements; design and construction standards.

In order to prevent excessive damage to buildings, structures, and related utilities and facilities, the following restrictions apply to all development, subdivision proposals,

manufactured home parks, new construction and to construction of substantial improvements, and the repair of substantial damage, to existing structures occurring in the special flood hazard ~~floodplain~~ area.

(1) *Basements and lowest floors.*

a. Residential structures. All new construction, relocation, substantial improvements, including repair of substantial damage, of residential structures must have the lowest floor, including basement, ductwork and utilities, elevated to two feet above the base flood elevation.

b. Non-residential structures. All new construction, relocation, substantial improvements, including repair of substantial damage, of nonresidential structures must have the lowest floor, including basement, ductwork and utilities, elevated to two feet above the base flood elevation; or, together with attendant utility and sanitary facilities, be designed so that the structure is water tight with walls substantially impermeable to the passage of water from the lowest structural element to two feet above the base flood elevation.

c. Openings. For all new construction, relocation, substantial improvements, and repair of substantial damage, those fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following minimum criteria:

1. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.

2. The bottom of all openings shall be no higher than one foot above grade.

3. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

d. A non-conversion agreement shall be signed by the applicant on all flood-proofed structures and any elevated structures when the Floodplain Administrator determines that the area below the first floor could be converted to a non-conforming use (generally applies to enclosed areas below base flood elevation that are five feet high or more). This agreement shall state:

1. The area below base flood elevation shall not be converted for use other than for parking, building access or for allowable storage as detailed in this article.

2. The applicant agrees to notify prospective buyers of the existence of the non-conversion agreement. It shall be the responsibility of the applicant to transfer the agreement at closing to the new owner via notarized signature, a copy of all new agreements shall be provided to the special flood hazard area administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(2) *Manufactured home placement.* Certain unique characteristics of manufactured homes installed in special flood hazard areas pose an elevated risk of substantial damage to property. Thus, all manufactured homes to be sited within the identified special flood hazard areas of the City shall be installed by a contractor possessing a valid state manufactured home installer's license. The installer shall use an installation design engineered to withstand flood hazards specific to the particular home site. Manufactured homes to be placed or substantially improved within the special flood hazard areas shall be installed in accordance with the following standards:

a. The lowest floor, ductwork and utilities including HVAC/heat pump shall be elevated two feet above the base flood elevation.

b. Elevation shall be on reinforced piers on a permanent foundation or shall use foundation elements of at least equivalent strength engineered for use in a special flood hazard area. Installation designs incorporating dry stacked block piers shall not be used in special flood hazard areas.

c. All manufactured homes shall be securely anchored to an adequately anchored foundation system in compliance with the requirements of 42 West Virginia Code of State Regulations, Series 19, Sections 10.A, 10.B., and 10b as authorized by W. Va. Code, § 21-9-1 et seq. or the most recent revisions thereof. The anchoring shall be adequate to resist flotation, collapse, or lateral movement. Methods of anchoring may include but are not limited to the over-the-top and frame ties, attached to permanent foundation elements. Ground anchors may not be adequate to satisfy flood specific anchoring requirements. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.

d. Permanently attached rigid skirts and perimeter wall skirts of brick or block must have openings; this type of skirting can collapse during floods and compromise supporting piers. The openings must be designed to automatically equalize hydrostatic flood forces by allowing for entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following minimum criteria:

1. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.

2. The bottom of all openings shall be no higher than one foot above grade.

3. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

e. Any additions to a manufactured home shall be similarly anchored and vented.

f. Flexible skirting and rigid skirting not attached to frame or foundation of a manufactured home are not required to have openings.

g. The licensed state manufactured home installer placing the unit shall perform a site inspection and certify in writing that the manufactured home has been installed to the standards set forth in this article.

(3) *Appurtenant structures.*

a. Except as provided in subsection b., appurtenant structures shall be located out of the special flood hazard area or elevated to two feet above the base flood elevation.

b. Where appurtenant structures not connected to the principal structure are to be located on sites below the base flood elevation, the following flood damage reduction provisions apply:

1. Structures shall be no more than 300 square feet in size and valued at less than $7,000.

2. Floors shall be at or above grade on at least one side.

3. Structures shall be located, oriented and constructed to minimize flood damage.

4. Structures shall be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

5. Flood resistant materials as detailed in FEMA Technical Bulletin 2-93 (FIA-TB-2) shall be used in the construction of the structure from the lowest structural element to two feet above the base flood elevation.

6. Machinery, electric devices or appliances, and all utilities shall be located at least two feet above the base flood elevation.

7. Opening requirements:

Hydrostatic flood forces on exterior walls are equalized by allowing for automatic entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

(i) A minimum of two openings have a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
(ii) The bottom of all openings shall be no higher than one foot (12") above grade.
(iii) Openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

c. In addition, a non-conversion agreement shall be signed by the applicant stating that the use of the appurtenant structure or detached or attached garage shall not be changed from the use permitted, acknowledging that the structure may be subject to greater flood risk and that higher flood insurance premiums may be possible, and that a change in use may require full compliance with this article. The applicant agrees to notify prospective buyers of the existence of this agreement. It shall be the responsibility of the applicant to transfer the agreement at closing to the new owner via notarized signature, a copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(4) *Recreational vehicle placement.* Recreational vehicles to be placed within any special flood hazard area shall either:

a. Be on site for fewer than 180 consecutive days; and

b. Be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect utilities and security devices, and has no permanently attached additions; or

c. Be installed in accordance with the manufactured home placement requirements and all other flood reduction requirements contained in this article.

(5) *Fill.*

a. The City officially recognizes the beneficial functions the special flood hazard area serves in storage and transportation of water during floods. No fill shall be permitted in the floodway. Placement of fill in the special flood hazard area is restricted to functional purposes such as elevating a structure. Fill shall only be permitted in the same permit with the related structure or other functional purpose. Placement of fill to dispose of spoil from excavation or to elevate yards, parking lots, or fields will not generally be considered a functional purpose. The Floodplain Administrator may require the developer to provide compensatory storage before permitting fill. No fill shall be permitted unless it meets the requirements of section 5-172. All fill placed in the special flood hazard area shall meet or exceed the following standards.

b. Fill shall be used only to the extent to which it does not adversely affect adjacent properties. The City may require the applicant to demonstrate through engineering reports that proposed fill would not adversely affect adjacent properties. When required, hydrologic and hydraulic analyses shall be undertaken only by professional engineers who shall certify that the technical methods used correctly reflect currently accepted technical concepts. The resultant study shall include a cover letter, signed and sealed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator ~~city~~. During permit review, the Floodplain Administrator shall consider the following issues that have the potential to cause adverse impact to adjacent properties:

    1. Unacceptable increases in flood heights.
    2. Blocking drainage from adjacent property.
    3. Deflection of floodwaters onto adjacent existing structures.
    4. Increases to stream velocity initiating or exacerbating erosion problems.
    5. Other unique site conditions may be considered when determining whether fill will cause adverse impact to adjacent property including, but not limited to, subsidence areas, Karst topography, stream blockages, and steep topography adjacent to the channel.

c. Fill shall be used only to the extent to which it does not adversely affect the capacity of channels or floodways of any tributary to the main stream, drainage ditch, or any other drainage facility or system.

d. A Fill Site must be contoured to drain properly (avoid ponding) consistent with pre-construction conditions. This provision does not apply to properly constructed impoundments which comply with the remainder of this Ordinance, and which are properly permitted by the West Virginia Department of Environmental Protection.

e. Fill shall extend beyond a structure for a sufficient distance to provide acceptable access. For residential structures, fill shall extend laterally 15 feet beyond the building line from all points before the start of sloping required in following subsection. For nonresidential structures, fill shall be placed to provide access acceptable for intended use. At grade access, with fill extending laterally 15 feet beyond the building line shall be provided to a minimum of 25 percent of the perimeter of a nonresidential structure.

f. Fill shall consist of soil or rock material only. Sanitary landfills shall not be permitted; no trash or woody debris shall be buried on site.

g. Fill material shall be compacted to provide the necessary stability and resistance to erosion, scouring or settling. Fill compaction standards must be appropriate to

proposed post fill use; particular attention is necessary when fill is being used to elevate a structure.

h. Fill slopes shall be no steeper than one vertical on two horizontal, unless substantiating data justifying steeper slopes are submitted to and approved by the Floodplain Administrator.

i. Fill site and fill must be protected from erosion.

j. Fill slopes exposed to flood waters with expected velocities during the occurrence of the base flood of five feet per second or less must be protected from erosion by covering them with grass, vines, weeds, or similar vegetative undergrowth.

k. Fill slopes exposed to flood waters with expected velocities during the occurrence of the base flood of greater than five feet per second must be protected from erosion by armoring them with stone or rock slope protection.

l. All applicants placing fill in a special flood hazard area must obtain a Conditional Letter of Map Revision (CLOMR) from FEMA when directed to do so by the Floodplain Administrator before a permit can be issued. After fill is finished, the applicant must convert the CLOMR to a Letter of Map Revision based on Fill (LOMR-F) before a Certificate of Occupancy can be issued. The Floodplain Administrator is hereby appointed as the designated official to approve a request for a CLOMR-F or LOMR-F and shall cooperate with the applicant with respect to any requirements of FEMA for requesting a CLOMR-F or LOMR-F, which includes, but is not necessarily limited to, approving said request and executing Form 1, "Overview and Concurrence Form" or other form as may be required by FEMA.

m. The applicant must submit any maps, computations or other material required by the Federal Emergency Management Agency (FEMA) to revise the lood Insurance Study (FIS) and/or F~~l~~ood Insurance Rate Maps (FIRM), when notified by the Floodplain Administrator, and must pay any fees or other costs assessed by FEMA for this purpose.

(6) *Placement of structures and other development.* All structures and other development shall be constructed or placed on the lot so as to offer the minimum obstruction to the flow of water and shall be designed to have a minimum obstruction effect upon the flow and height of floodwater.

a. Whenever possible, structures and other development shall be constructed with the longitudinal axis parallel to the direction of flood flow, and

b. So far as practicable, structures and other developments shall be placed approximately on the same flood-flow lines as those of adjoining structures or development.

(7) *Anchoring.*

a. All structures and other development including stream crossings shall be firmly anchored in accordance with accepted engineering practices to prevent flotation, collapse, and lateral movement, thus reducing the threat to life and property and decreasing the possibility of the blockage of bridge openings and other restricted sections of the watercourse.

b. All air ducts, large pipes, swimming pools and storage tanks located at or below the base flood elevation shall be firmly anchored to resist flotation or lateral movement.

(8) *Building and structures flood hazard area setback.*

a. A Flood Protection Setback equal to twice the width of the watercourse channel measuring from the top of one bank to the top of the opposite bank of 50 feet, whichever is less, shall be maintained from the top of the banks of all watercourses. Specifically, as for oil and gas wells and well pads, no well pad may be prepared or well drilled within 100 feet from any perennial stream, natural or artificial lake, pond, reservoir or wetland. [See W.Va. Code §22-6A-12(b)]. To reduce erosion, natural vegetation shall be maintained in this area. Where natural vegetation does not exist along the watercourse and conditions for replanting are suitable, high priority shall be given to planting vegetation in the setback area to stabilize banks and enhance aquatic resources.

b. Necessary public works and temporary construction may be exempted from this subsection at the discretion of the Floodplain Administrator.

c. At the discretion of the Floodplain Administrator, the Flood Protection Setback requirement can be waived in whole or part if the applicant demonstrates that it is impossible to allow any development without encroachment into the Flood Protection Setback Area. The conditions shall be the minimum necessary and shall be made only after due consideration is given to varying other siting standards, such as side, front and back lot line setbacks.

(9) *Storage.*

a. No materials that are buoyant, flammable, explosive, or in times of flooding could be injurious to human, animal or plant life, shall be stored below base flood elevation except for mineral storage properly and wholly within the ground in compliance with other State environmental agency requirements.

b. Storage of other material or equipment may be allowed if not subject to major damage by floods and firmly anchored to prevent flotation or readily removable from the area within the time available after flood warning.

c. Due to the difficulty of masking the natural elevation and making it more difficult to enforce this ordinance, material that resembles “fill” material shall not be considered “storage” material for purposes of this subsection.

(10) *Utility and facility requirements.*

a. All new or replacement water systems whether public or private, shall be designed to minimize or eliminate infiltration of floodwaters into the systems.

b. All new or replacement sanitary disposal systems, whether public or private, shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters.

c. All other new or replacement public and/or private utilities and facilities shall be located and constructed to minimize or eliminate flood damage.

d. Onsite waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

(11) *Drainage.*

a. Adequate drainage shall be provided to reduce exposure to the special flood hazard areas.

b. Adequate drainage paths are required around structures on slopes within zones AH and AO to guide floodwaters around and away from proposed structures.

(12) *Backflow preventers.* Back flow prevention valves should be used for all enclosed structures with sewage or drainage facilities located in the special flood hazard area.

(Ord. No. 206, 1-19-10)

Sec. 5-184. Administration; designation of Floodplain Administrator.

The city manager or his designee is hereby appointed as Floodplain Administrator to administer and implement this article by granting or denying special flood hazard area development permits in accordance with its provisions. Upon appointment of a new Floodplain Administrator, the meeting minutes with the applicable Floodplain Ordinance shall be provided to The State Coordinating Office and FEMA.

Within one year (1) of their appointment, the new Floodplain Manager must attend the State/FEMA sponsored NFIP Class 273 entitled “Managing Floodplain Development” and remain current with State required continuing education annual training. (See W.Va. Code §15-5-20a). In the absence of a formally appointed Floodplain Administrator, the duties set forth in this Ordinance for the Floodplain Administrator shall be temporarily fulfilled by the City Manager.

The Floodplain Administrator shall administer and implement this Ordinance by granting or denying floodplain development permits in accordance with its provisions. The Floodplain Administrator shall also be responsible for submitting all required reports to FEMA concerning participation in the National Flood Insurance Program.

(Ord. No. 206, 1-19-10)

Sec. 5-185. Development permits and site plan approvals required.

It shall be unlawful for any contractor, person, partnership, business, or corporation to undertake or cause to be undertaken, any development or the new construction, substantial

improvement, repair of substantial damage, the placement or relocation of any structure (including manufactured homes) within the City, unless a permit application and standard site plan has been completed, and a permit has been obtained from the Floodplain Administrator. In addition, where land that is either partially or fully in the regulatory special flood hazard area is to be subdivided, utilized for a manufactured home park or subdivision or otherwise developed, a detailed site plan must be submitted to, and approved by, the Floodplain Administrator prior to any development.

(Ord. No. 206, 1-19-10)

Sec. 5-186. Approval of permits and plans.

(a) The Floodplain Administrator shall review, or shall cause to be reviewed, all permit applications and plans within 90 calendar days from the Permit Application submission date in order to determine whether the proposed development is reasonably safe from flooding. Further, the Floodplain Administrator shall review all objections, comments, protest letters and other writings submitted in opposition of said Floodplain Permit Application and give due consideration to the same before granting or denying said Permit.

(b) All permits and plans shall be approved only after it has been determined that the proposed work to be undertaken will be in conformance with the requirements of the state and all other applicable codes and ordinances.

(c) The Floodplain Administrator shall not issue a permit to any person who does not possess a valid contractor's license when a contractor's license is required by W. Va. Code, § 21-11-7.

(d) The Floodplain Administrator, before issuance of the permit, shall require the applicant to furnish satisfactory proof that such person is duly licensed as a contractor under the provisions of the West Virginia Code. If the applicant is not licensed, a written affidavit that such person is not subject to licensure as a contractor or subcontractor as defined in W. Va. Code, § 21-11 shall be provided to the Floodplain Administrator and placed in the permit file.

(e) The Floodplain Administrator shall require copies of all necessary permits from those governmental agencies from which federal or state law requires approval.

(f) The Floodplain Administrator shall provide a copy of all permits to the county assessor as required by W. Va. Code, § 11-3-3A.

(g) The Floodplain Administrator shall provide a copy of all permits for new structures to the county E-911 addressing coordinator.

(h) The county E-911 addressing coordinator shall provide a copy of all requests for addresses for new structures to the county Floodplain Administrator.

(i) The city shall provide sufficient space to allow the Floodplain Administrator to keep on file in perpetuity, in a location safe from natural hazards, all information collected during the course of the administration of this article.

(Ord. No. 206, 1-19-10)

Sec. 5-187. Application procedures.

Application for a permit and/or site plan approvals shall be made, in writing, on the forms supplied by the city, and shall include all information stipulated under sections 5-177 through 5-180.

(Ord. No. 206, 1-19-10)

Sec. 5-188. Changes.

After the issuance of a permit or site plan approval by the Floodplain Administrator, no changes of any kind shall be made to the application, permit, or any of the plans, specification or other documents submitted with the application without the written consent or approval of the Floodplain Administrator.

(Ord. No. 206, 1-19-10)

Sec. 5-189. Permit placards.

The Floodplain Administrator shall issue a permit placard, which shall be prominently displayed on the premises during the time construction is in progress. This placard shall show the number of the permit, the date of its issuance and be signed by the Floodplain Administrator.

(Ord. No. 206, 1-19-10)

Sec. 5-190. Start of construction.

Work on the proposed development shall begin within 180 days after the date of issuance of the permit or the permit shall expire unless a time extension is granted, in writing, by the Floodplain Administrator. All work on the proposed development must be completed within 18 months of permit issuance, at which time the permit shall expire, unless a time extension is granted in writing by the Floodplain Administrator. The request for an extension shall be in writing and shall state the reasons for the extension. When considering an extension, the Floodplain Administrator shall consider the following criteria:

(1) Has the developer diligently pursued the completion of the proposed development during the 18 months?

(2) Will the granting of the extension be detrimental to public safety, health, or welfare or injurious to other property?

(Ord. No. 206, 1-19-10)

Sec. 5-191. Inspections, stop-work orders, violation notice and revocations.

(a) *Inspections.*

(1) Upon learning of a potential violation of this article, the Floodplain Administrator or staff shall investigate to determine whether a violation has occurred.

(2) During the construction period, the Floodplain Administrator or other authorized official may inspect the premises to determine that the work is progressing in compliance with the information provided on the permit application and with all applicable laws and ordinances.

(3) The Floodplain Administrator or other authorized official may inspect any development covered by this or previous ordinance to determine whether any portion of the development has been altered to be in non-compliance with the requirements of this article.

(b) *Stop-work orders.* The Floodplain Administrator shall immediately issue, or cause to be issued, a "stop-work order" for any development found ongoing without having obtained a special flood hazard area determination or a permit. Disregard of a stop work order shall subject the violator to the penalties described in section 5-196.

(c) *Violation notice and revocations.* When it appears after investigation that a permitted development is non-compliant with the provisions of this law and/or the conditions of the permit, the Floodplain Administrator shall notify the violator by means of written violation notice. The violation notice shall specify the nature of the violation and request that the violation be corrected within 15 days from the date appearing on the notice. Failure to correct the violation within this time period shall be cause for revocation of the permit and the governing body, or authorized employee or agent to:

(1) Seek an injunction in the Circuit Court of Jefferson County to restrain the violator from continuing the violation, including but not limited to requests for the removal of structures or land uses from the property involved; and

(2) Seek a misdemeanor conviction in magistrate court or circuit court.

(Ord. No. 206, 1-19-10)

Sec. 5-192. Certificate of occupancy.

(a) In areas of flood hazard, it shall be unlawful to occupy, or to permit the use or occupancy, of any building or premises, or both, or part thereof hereafter created, erected, installed, changed, converted or wholly or partly altered or enlarged in its use or structure until a Certificate of Occupancy has been issued by the Floodplain Administrator stating that the building or land conforms to the requirements of this article. Occupying or using a building

or premises in violation of this section shall subject the violator to the penalties described in section 5-196.

(b) In areas of flood hazard, it shall be unlawful to inspect and approve a permanent utility connection to any building or premises, or both, or part thereof hereafter created, erected, installed or rebuilt until the inspector is in possession of a copy of the Certificate of Occupancy issued by the Floodplain Administrator stating that the particular development being inspected conforms to the requirements of this article. Inspection and approval of utilities in violation of this section shall subject the violator to the penalties described in section 5-196.

(c) In areas of flood hazard, it shall be unlawful to install a permanent utility connection to any building or premises, or both, or part thereof hereafter created, erected, installed or rebuilt until a Certificate of Occupancy has been issued by the Floodplain Administrator stating that the development conforms to the requirements of this article. Installation of utilities in violation of this section shall subject the violator to the penalties described in section 5-196.

(d) A Certificate of Occupancy shall be issued by the Floodplain Administrator upon satisfactory completion of all development in areas of special flood hazard.

(e) Issuance of the certificate shall be based upon the inspections conducted as prescribed in this article or local administrative procedures, and any finished construction elevation certificate, hydraulic data, flood proofing certificate, or encroachment analyses which may have been required as a condition of permit approval.

(Ord. No. 206, 1-19-10)

Sec. 5-193. Fees.

(a) A special flood hazard area determination fee of $100.00 payable to the City shall be assessed on all proposed development.

(b) Proposed development determined to be occurring in a special flood hazard area regulated by this article shall be assessed an additional fee, payable to the City based upon a set schedule approved by the City using the estimated value of the proposed construction as determined by the Floodplain Administrator.

(c) In addition, the applicant shall be responsible for reimbursing the City for any additional costs for services necessary for review and/or inspection of proposed development. Services include, but are not limited to, professional engineering and surveying. The Floodplain Administrator may require a deposit towards these additional costs. Additional costs may include reimbursement for contracted services.

(d) Due to the increased cost of processing, when any work for which a permit is required by this article is started or proceeded with prior to obtaining a permit the fees above specified shall be doubled. The additional fee is intended to partially reimburse the City for the additional cost of processing permits for work already underway. To more fully recover

this cost, the fees above shall be tripled for every subsequent occurrence by the same person. Payment of the increased fee shall not relieve any person from complying fully with the requirements of this article in the execution of the work or from other penalties prescribed herein.

(Ord. No. 206, 1-19-10)

Sec. 5-194. Appeals.

Whenever any person is aggrieved by a decision of the Floodplain Administrator with respect to the provision of this article, it is the right of that person to appeal to the Board of Zoning Appeals. Such appeal must be filed with the Board of Zoning Appeals in writing, within 30 days after notification of the decision. Upon receipt of such appeal, the Board of Zoning Appeals shall set a time and place not less than ten nor more than 60 days for the purpose of hearing the appeal. Notice of the time and place of the hearing shall be given to all parties at which time they may appear and be heard. The determination by the Board of Zoning Appeals shall be final in all cases.

(Ord. No. 206, 1-19-10)

Sec. 5-195. Appeal review criteria.

(a) All appeals contesting only the permit fee, the cumulative substantial damage requirement, the flood protection setback requirement, or the freeboard requirements, may be handled at the discretion of the Board of Zoning Appeals.

(b) All decisions on appeals to all other provisions of this article shall adhere to the following criteria:

(1) Affirmative decisions shall only be issued by the Board of Zoning Appeals upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the appeal would result in exceptional hardship to the applicant, and (iii) a determination that the granting of an appeal will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing locals laws or ordinance.

(2) An affirmative decision shall be issued only upon determination that it is the minimum necessary, considering the flood hazard, to afford relief. Financial hardship, as a sole criterion, shall not be considered sufficient justification to grant an appeal.

(3) An affirmative decision shall be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

(4) The Board of Zoning Appeals shall notify the applicant in writing over the signature of the Floodplain Administrator that (i) the issuance of a decision to allow construction of a structure below the base flood elevation will result in increased premium rates for flood insurance, (ii) such construction below the base flood elevation increases risk to life and property. Such notifications shall be maintained with a record of all decisions as required in subsection (4); and

(5) The Board of Zoning Appeals shall (i) maintain a record of all decisions including justification for their issuance, and (ii) report such decisions issued in its biannual report to the Federal Insurance Administration.

(6) An affirmative decision shall not be granted for any construction, development, use or activity within any floodway area that would cause any increase in the base flood elevation.

(Ord. No. 206, 1-19-10)

Sec. 5-196. Variances

If compliance with any of the requirements of this Ordinance would result in an exceptional hardship to a prospective builder, developer or landowner, the City of Ranson may, upon request, grant relief from the strict application of the requirements.

Considerations for the issuance of Variances to this Ordinance shall adhere to the following criteria:

a. A decision granting or denying the variance request shall only be issued by the Board of Zoning Appeals upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that granting the variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing laws, regulations or ordinances.
b. An affirmative decision granting a variance shall be issued only upon determination that it is the minimum necessary, considering the Special Flood Hazard Area, to afford relief. Financial hardship, used as sole criteria, shall not be considered sufficient justification to grant a variance.
c. An affirmative decision granting a Floodplain variance shall be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
d. The Board of Zoning Appeals shall notify the applicant in writing and signed by a majority of the Board of Zoning Appeals that (i) the issuance of a decision to allow

construction of a structure below the Base Flood Elevation will result in increased premium rates for flood insurance, and (ii) such construction below the Base Flood Elevation increases risk to life and property. Such notification shall be maintained with a record of all decisions as required in this Ordinance; and

e. The Board of Zoning Appeals shall (i) maintain a record of all decisions including justification for the decisions, and (ii) report such decisions issued in its biannual report to the Federal Emergency Management Agency.
f. An affirmative decision shall not be granted for issuance of a Floodplain variance for any construction, development, use or activity within any Floodway Area that would cause any increase in the Base Flood Elevation.

Sec. 5-197 Penalties.

Any person who fails to comply with any or all of the requirements or provisions of this article or direction of the Floodplain Administrator, or any other authorized employee of the City, shall be unlawful and shall be referred to the municipal attorney who shall expeditiously prosecute all such violators. A violator shall, upon conviction, pay a fine to the city of not less than $50.00 or more than $500.00 plus cost of prosecution. In default of such payment such person shall be imprisoned for a period not to exceed ten days. Each day during which any violation of this article continues shall constitute a separate offense. In addition to the above penalties, all other actions are hereby reserved including an action in equity for the proper enforcement of this article. The imposition of a fine or penalty for any violation of, or non-compliance with, this article shall not excuse the violation or non-compliance with the ordinance or permit it to continue; and all such persons shall be required to correct or remedy such violations or non-compliance within a reasonable time. Any structure constructed, reconstructed, enlarged, altered or relocated in non-compliance with this article may be declared by the Caity to be a public nuisance and abatable as such.

(Ord. No. 206, 1-19-10)

Sec. 5-198 Governmental action and jurisdictional boundary changes.

In accordance with the Code of Federal Regulations, Title 44, Subpart (B), Section 59.22(a)(9)(v), all FEMA participating communities must notify the Federal Insurance Administration and the State Coordinating Office in writing whenever the boundaries of the City have been modified by annexation or the City has otherwise assumed or no longer has authority to adopt and enforce flood plain management regulations for a particular area. In order that all flood insurance rate maps accurately represent the City's boundaries, a copy of a map of the City suitable for reproduction, clearly delineating the new corporate limits or new area for which the City has assumed or relinquished flood plain management regulatory authority, must be included with the notification.

(Ord. No. 206, 1-19-10)

Sec. 5-199. Permits for government entities.

Unless specifically exempted by law, all public utilities and municipal, county, state and federal entities are required to comply with this article and obtain all necessary permits. Any entity claiming to be exempt from the requirements of this article must provide a written statement setting forth the rationale for exemption and file the same with FEMA. In addition, the entity claiming exemption shall provide copies of all relevant legal documentation demonstrating the exemption.

(Ord. No. 206, 1-19-10)

Sec. 5-200. Severability.

If any section, subsection, paragraph, sentence, clause, or phrase of this article shall be declared invalid for any reason whatever, such decision shall not affect the remaining portions of this article which shall remain in full force and effect and for this purpose the provisions of this article are hereby declared to be severable.

(Ord. No. 206, 1-19-10)

Sec. 5-200.1 Liability.

The granting of a permit or approval of a subdivision or development plan in an identified flood-prone area, shall not constitute a representation, guarantee, or warranty of any kind by the city or by any official or employee thereof of the practicability or safety of the proposed use, and shall create no liability upon the city.

The Floodplain Administrator or any other employee or agent charged with the enforcement and administration of this article, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this article or other pertinent law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against any officer or employee or agent because of an act performed by that officer or employee or agent in the lawful discharge of duties and under the provisions of this article shall be defended by legal representative of the jurisdiction until the final termination of the proceedings. The Floodplain Administrator or any employee or agent shall not be liable for the cost of any action, suit, or proceeding that is instituted in pursuant of the provisions of this Code.

All applicants proposing development in or near a flood hazard area are hereby officially advised to locate development as far away from, and/or as high above, all flooding sources as possible.

(Ord. No. 206, 1-19-10)

Repeal: All ordinances in conflict with this Ordinance are hereby repealed.

Effective Date: This Ordinance shall become effective immediately upon final adoption and enactment.

First Reading: October 20, 2026

Public Hearing: _____

Second Reading: _____

Enacted this ____ day of _____ 2026

Adopted by the City Council of the City of Ranson after a 1st reading on October 20, 2026 and after a 2nd reading on _____, 2026 by a vote of ____ in the affirmative, _____in the negative with __ abstentions.

_____

Kenneth Suits, Mayor

ATTEST:

_____

Darla Armstrong, City Clerk

AGENDA ITEM 7

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: City Manager Hiring Procedures and Job Posting

ATTACHMENTS:

AIR 4, Draft Discussion 1.pdf
AIR 4a, Draft Discussion 2.pdf
AIR 4b, Draft Discussion 3.pdf

Dan Strickland
At-Large Ward
72nd City Council

A Discussion Item: Hiring Procedures for City Manager

City Manager Hiring Procedures Protocol

To ensure a competitive, transparent, and compliant recruitment process under West Virginia Code Chapter 8 and the Ranson City Charter, the City Council will execute the following hiring process.

Phase 1: Search Preparation & Recruitment

1. Adoption of Hiring Guidelines: City Council formally adopts this hiring procedure by resolution to establish clear timeline expectations, scoring criteria, and operational roles.
2. Centralized Council Processing: All resume intake, processing, tracking, and candidate filtering are maintained directly under the purview and direction of the City Council.
3. Broad Distribution Channels: Post the vacancy across local, regional, and national platforms, including:
   - Executive Networks: International City/County Management Association (ICMA) Job Center, West Virginia Municipal League (WVML), National League of Cities (NLC)
   - Digital Job Boards: LinkedIn, Indeed, ZipRecruiter, and Betterteam
   - Regional Media: Print and digital outlets across West Virginia, Maryland, and Virginia
4. Application Window: The active recruitment window will run for 45 calendar days.

Phase 2: Candidate Screening & Matrix Vetting

1. **Panel Composition**: First-round candidate screening, evaluation, and scoring are conducted by a designated three-member panel consisting of:
   - **Two (2) Members of City Council**
   - **One (1) Executive Staff Member** (City Clerk, Director of Community Development [DCD], or Interim City Manager [ICM])
2. **Panel Meeting Schedule**: The panel will meet three (3) times for two (2) hours per session, for a period of 45 calendar days, to begin immediately after the application period closes, to systematically vet, score, and filter candidates against the established rubric.
3. **Evaluation Rubric**: Candidates are scored on:
   - Municipal administration and budget management experience
   - Demonstrated council-manager relation skills and communication protocol adherence
   - Knowledge of public works, stormwater/infrastructure management, and municipal finance

4. **Semi-Finalist Interviews (4–6 Candidates)**: The full City Council conducts structured interviews (in-person or virtual) with the top candidates recommended by the screening panel.

Phase 3: Finalist Evaluation & Background Vetting

1. **Finalist Selection**: Up to three top candidates are invited to Ranson for full-day candidate evaluations.
2. **Community & Staff Engagement**: Finalist itineraries include:
   - Tour of City facilities and current infrastructure projects
   - Formal interview with the Mayor and full City Council
   - Structured meet-and-greet with key City department heads
3. **Comprehensive Vetting**: Finalists undergo comprehensive background checks prior to any offer, including:
   - Professional reference checks (current and past municipal elected officials and direct supervisors)
   - Academic credential and professional certification verification
   - Criminal history, credit check, and driving record background review

Phase 4: Selection, Offer & Official Appointment

1. **Executive Session Deliberations**: City Council deliberates in Executive Session, as authorized under West Virginia Code §6-9A, to evaluate candidate qualifications.
2. **Formal Appointment**: The final appointment of the City Manager occurs via an affirmative vote of the City Council in an open public meeting.
3. **Employment Contract Execution**: The City Attorney drafts an executive employment agreement detailing compensation, severance, performance review metrics, and official communication standards.

Dan Strickland
At-Large Ward
72nd City Council

A Discussion Item: Job Advertisement for City Manager

Position Title: City Manager
Employer: City of Ranson, West Virginia
Salary Range: {$0.00}* (Commensurate with experience, plus comprehensive benefits)
Filing Deadline: Open Until Filled (First review of applications: 45 days from posting date)

Transform Local Governance in the Shenandoah Valley

The City of Ranson, West Virginia—a vibrant, rapidly growing hub in the Eastern Panhandle—invites a visionary, collaborative executive to serve as its next City Manager.

Perfectly positioned 60 miles from the Washington, D.C. metropolitan area, Ranson stands on the threshold of an extraordinary future. Combining rich historical roots with dynamic commercial development, neighborhood expansion, and major public infrastructure initiatives, Ranson is poised to become the region's premier model of sustainable, smart-growth municipal management.

Operating under a Mayor-Manager form of government, Ranson seeks an engaging, forward-thinking leader to partner with the Mayor and City Council in executing a shared vision for community vitality, economic resilience, and operational excellence. If you are an inspiring administrator ready to empower dedicated city staff, drive innovative capital projects, and help build a flourishing, modern city for generations to come, Ranson offers the ideal platform for your leadership.

Dan Strickland
At-Large Ward
72nd City Council

Key Opportunities & Priorities

- Collaborative Leadership: Partner closely with the Mayor and City Council to establish clear communication protocols, deliver full administrative transparency, and execute long-range council goals.
- Infrastructure Stewardship: Oversee key municipal capital projects, drive energy towards Vision 2030, public works improvements, and civic facility upgrades.
- Executive Leadership: High-level responsibility and oversight for employees, contractors, guests, and visitors.
- Fiscal Management: Maintain sound municipal budgeting, revenue management, and federal/state grant administration.
- Organizational Excellence: Foster an open, professional municipal work environment built on accountability, staff development, and responsive public service.

Required Qualifications

- Bachelor's degree (Minimum) from an accredited college or university in Public Administration, Business Administration, Civil Engineering, or a closely related field (Master's degree / MPA or ICMA-CM designation strongly preferred).
- Minimum of 7 years of progressively responsible municipal/ executive leadership experience (e.g., Municipal Management , Executive Directorship or Department Director).*
- Proven track record of open communication with elected officials, legal thoroughness, transparent financial reporting, and effective public presentation.
- Valid Driver's License and ability to establish residency within City of Ranson limits within 90 calendar days.

How to Apply

Resumes and candidate filings are processed directly through the City Council. Interested applicants should submit a cover letter, detailed resume, and five professional references in a single PDF document to:

Ranson City Council – Executive Search Committee*
Email: JoinUs@RansonWV.Gov *(or via LinkedIn, Indeed, ZipRecruiter, or Betterteam portals)*
Subject Line: *City Manager Application – [Candidate Name]*
The City of Ranson is an Equal Opportunity Employer (EOE).

Discussion Item 3, 10/20/2026
Dan Strickland
At-Large Ward
72nd City Council

A Discussion Item: Job Description for City Manager

Position Details	
Job Title	City Manager
Department	Executive / Administration
Reports To	Mayor and City Council
FLSA Status	Exempt (Full-Time Executive)
Location	City Hall, Ranson, WV

Position Purpose

The City Manager serves as the Chief Administrative Officer (CAO) of the City of Ranson. Under the general direction and policy guidance of the Mayor and City Council, the City Manager plans, directs, manages, and reviews all administrative operations, municipal programs, public works, land development, safety, and financial activities of the City, except as otherwise provided by the City Charter or West Virginia state law.

Essential Duties & Responsibilities

1. Executive Leadership & Council Relations

- Directs and coordinates all city administrative operations in accordance with Chapter 8 of the West Virginia Code, the City Charter, and ordinances established by the City Council.
- Serves as the primary administrative advisor to the Mayor and City Council; attends all City Council meetings and provides comprehensive agenda reports, legal backup documents, and policy recommendations.
- Maintains open, timely, and equal communication protocols with all members of the City Council, ensuring transparent updates on city affairs, legal developments, and administrative actions.
- Implements all policies, resolutions, ordinances, and directions adopted by the Governing Body in an efficient and impartial manner.

2. Fiscal Stewardship & Financial Oversight

- Prepares and submits the proposed annual operating and capital budgets to the Mayor and City Council; monitors budget execution throughout the fiscal year.
- Ensures rigorous financial accountability, audit readiness, internal controls, and transparent reporting across all city accounts and special funds.
- Researches, applies for, and manages federal, state, and regional grant funding opportunities to support city infrastructure and services.

3. Operational & Departmental Management

- Supervises, directs, and evaluates city department heads and administrative staff (excluding mayoral appointees as designated by charter).
- Oversees municipal public works, building and zoning, parks and recreation, planning, code enforcement, and finance departments.
- Establishes clear departmental performance metrics, staff accountability standards, and operational efficiency goals.

4. Capital Projects & Community Infrastructure

- Manages city infrastructure initiatives, including stormwater drainage studies, MS4

compliance, road improvements, facility maintenance, and utility coordination.
- Coordinates with external engineering consultants, county entities (Jefferson County), state departments (WV DEP, WV DOH), and regional authorities.
- Oversees municipal land-use planning, zoning compliance, economic development programs, and commercial/residential expansion.

5. Intergovernmental & Community Relations
- Represents the City of Ranson in negotiations, intergovernmental agreements, regional planning councils, and public outreach events.
- Maintains positive public relations, addressing citizen inquiries, media requests, and business developer needs with professionalism and responsiveness.

Minimum Qualifications & Knowledge Requirements

Education & Experience
- Education: Bachelor's Degree in Public Administration, Political Science, Business Administration, Civil Engineering, or a related field from an accredited institution. Master of Public Administration (MPA) preferred.
- Experience: Minimum of five (5) to seven (7) years of senior-level management experience in local government administration (e.g., City Manager, Assistant City Manager, County Administrator, or major Department Director).
- Certifications: ICMA-CM (International City/County Management Association Credentialed Manager) designation is highly desirable.

Knowledge, Skills & Abilities
- Municipal Law & Governance: Strong understanding of West Virginia municipal law (WV Code Chapter 8), municipal charter structures, parliamentary procedure, and open meeting laws.
- Communication & Transparency: Exceptional written and oral communication skills; demonstrated commitment to providing clear, documented administrative reports to elected officials.
- Financial Acumen: Comprehensive knowledge of public budgeting, municipal fund accounting, municipal revenue structures, and capital improvement planning.
- Infrastructure Knowledge: Familiarity with municipal public works, stormwater management in karst geology, planning/zoning codes, and public contracting procedures.
- **Leadership & Ethics**: High level of personal integrity, consensus-building skill, political neutrality, and team leadership.

Working Conditions & Physical Demands

- **Work Environment**: Work is performed primarily in a standard office setting, with regular attendance required at evening City Council meetings, public hearings, and regional committee meetings. Occasional field visits to construction sites, public works facilities, or city properties are required.
- **Physical Requirements**: Ability to sit or stand for extended periods, operate standard office equipment, read complex technical documents/financial spreadsheets, and travel locally as required.

Approval & Sign-Off

Approved By: _____ **Date:** _____
(Mayor / City Council Representative)
Acknowledged By: _____ **Date:** _____
(Appointed City Manager)

AGENDA ITEM 8

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Discussion and Approval for implementation of Ordinance request process

ATTACHMENTS:

Ranson_Ordinance_Request_Process_Council_Deck_102026.pptx

Ordinance Request Process

A practical way to move Council ideas into workable ordinances

October 20, 2026 | Council Discussion

Goal: Clear Council direction before staff or legal resources are committed.

Start with a quick staff review

A Council member submits an ordinance request via the Councilor Resources Agenda Item Request Form. Administration does an initial review to understand the scope and what it will take to move forward.

Minor/straightforward change

Staff prepares the material and schedules it for an appropriate meeting.

New ordinance/significant change

Council discusses the idea and gives direction before full drafting begins.

For bigger requests: talk first, draft second

Council sets the policy direction before staff and legal do the detailed work

1

Sponsor explains

What problem are we trying to solve?

2

Council discusses

Scope, concerns and desired outcome.

3

Council gives direction

Proceed, narrow, defer or stop. If proceeding, Council assigns the request a priority relative to other pending ordinance work.

4

Staff + Legal do the work

Research, draft, coordinate and review.

This keeps policy decisions with Council and avoids spending time drafting an ordinance before we know Council wants to pursue it.

Council sets the priority

Staff manages the work plan and timeline

Once Council says “go,” Administration will assess the work required and build a realistic schedule for research, drafting, coordination and legal review.

When several requests are pending

Council sets the relative priority.

Staff builds the work plan and timeline.

City Attorney review happens after the issue and scope are clear.

Until Council directs otherwise

Requests are scheduled in the order received, with up to two ordinance discussion items per regular meeting.

Current queue: 6 requests.

A sponsor can ask to defer or withdraw a request if more time is needed.

What I’m asking Council to confirm

Direction on the process — not approval of any individual ordinance

1	Use this process	Quick staff review first; Council direction before significant drafting or legal review.
2	Keep policy decisions with Council	Council decides whether a significant proposal moves forward and what the scope should be.
3	Council sets the priorities	When several ordinance requests are active, Council assigns the relative priority.

If Council is comfortable with the process, Requests 27-001 and 27-002 can follow this discussion on the October 20 agenda.

AGENDA ITEM 9

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Discussion of a Proposed Ordinance Amending the City of Ranson Code of Ordinances to Establish the Ranson Youth Advisory Committee (RYAC).

This item comes to Council at the request of Councilor Wildrick, who has proposed establishing a Ranson Youth Advisory Committee, or RYAC. The concept draws from youth council frameworks already in use in other West Virginia municipalities, including Charleston and Morgantown, and is intended to give local teens a structured way to engage with municipal government, provide policy feedback, and gain civic leadership experience.

As proposed, the committee would include five to nine high school delegates from Grades 9 through 12 residing in Ranson, along with an adult co chair serving as City liaison, an education liaison from Jefferson County Schools, a community advisor, and two parent representatives.

Councilor Wildrick is requesting consideration to for the Ranson Resolution 2026-23 to formally establish the purpose outline and an application to apply.

ATTACHMENTS:

2026-23.pdf
Ranson Youth Advisory Committee - Other Requirements.docx
Ranson Youth Advisory Committee Application - Youth.docx
Ranson Youth Advisory Committee Ordinance.docx

Resolution: 2026-23

A Resolution of the Council of the City of Ranson, West Virginia, establishing the Ranson Youth Advisory Committee (RYAC)

WHEREAS, the City of Ranson recognizes the value of engaging local youth in municipal government and civic life; and

WHEREAS, several West Virginia municipalities, including Charleston and Morgantown, have successfully implemented youth advisory councils that provide teens with opportunities for policy feedback, community engagement, and civic leadership experience; and

WHEREAS, establishing a Ranson Youth Advisory Committee would create a formal advisory body to bridge the gap between local municipal government and Ranson's youth; and

WHEREAS, such a committee would provide meaningful opportunities for youth delegates to represent the interests of their peers, organize community initiatives, and draft policy recommendations for consideration by City Council;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Ranson, West Virginia, that the Ranson Youth Advisory Committee (RYAC) is hereby established as an official advisory body of the City.

BE IT FURTHER RESOLVED that the RYAC shall be composed as follows:

Youth Delegates. Five to nine high school students in Grades 9 through 12 residing in the City of Ranson. Youth Delegates shall represent youth interests, vote on committee initiatives, and draft policy recommendations for City Council.

Adult Co Chair (City Liaison). One appointed City Council member or City staff member, who shall act as municipal sponsor, facilitate reporting to Council, and ensure adherence to open meeting standards.

Adult Education Liaison. One Jefferson County Schools teacher, counselor, or administrator, who shall manage school level outreach, assist with academic and civic credit integration, and support student recruitment.

Adult Community Advisor. One local business owner, nonprofit director, or civic leader based in Jefferson County, who shall mentor delegates on community service, professional skills, and project management.

Parent Representatives. Two parents of Youth Delegates serving on the RYAC, who shall review all initiatives for student safety, oversee volunteer and mentorship conduct policies, monitor field trips and events, and ensure family communication and consent standards are upheld.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

Signed and approved this 1st day of September 2026

Kenneth Suits, Mayor

Darla Armstrong, City Clerk

1. MEMBERS

The Ranson Youth Advisory Committee shall consist of up to 9 members and a minimum of 5 who shall be selected by a committee consisting of the Mayor and the 6 members of Ranson City Council. 1 Adult Co-Chair (City Liaison) City Council Member, 1 Adult Education Liaison, 1 Adult Community Advisor, and 2 Parental Representatives.

A. Residency

Ranson Youth Advisory Committee members must:

- live within Ranson City limits or attend Jefferson or Washington high school
- be in grades 9, 10, 11 or 12 during the application period.

B. Application Process

Interested candidates must complete and submit all components of the application, available online: /. From these applicants, a committee consisting of the Mayor and the 6 members of City Council will select up to 9 members and a minimum of 5.

C. Compensation

Ranson Youth Advisory Committee members shall serve without compensation but may be credited with volunteer hours for all time spent serving on the Youth Council.

II. TERM AND VACANCY

A. Members shall be appointed for one-term and serve no more than two consecutive terms. Each term will run from January 1 - December 31.

B. In the event of a vacancy on the Ranson Youth Advisory Committee, a new member shall be appointed within 30 days by the Mayor, in consultation with the 6 members of City Council. The new member shall serve the balance of the unexpired term.

III. TRAINING AND ORIENTATION

Each Ranson Youth Advisory Committee member shall attend and complete a training program hosted by the Clerk's Office before his or her first official meeting

IV. ORGANIZATION AND MEETINGS

The Ranson Youth Advisory Committee shall meet once each calendar quarter at a regularly scheduled time and place. More frequent meetings of the Ranson Youth Advisory Committee may be scheduled should they be needed to carry out business.

V. RESPONSIBILITIES

The Ranson Youth Advisory Committee will:

- At the end of each term, draft written recommendations to the Mayor to improve the relationships between the City of Ranson and its youth.
- Observe no less than 6 Ranson City Council meetings.
- Engage in no less than 20 hours of community service hours as assigned by the City of Ranson.
- Not act on any matter in which he/she/they has a conflict of interest.

RANSON YOUTH COMMITTEE APPLICATION

Office of the City Clerk, Darla Armstrong
312 South Mildred Street, Ranson,WV 25438

Applications for the Youth Committee are due by close of business FRIDAY, November 27, 2026. Applications must include parent/guardian signature.

For questions regarding the application or the Ranson Youth Committee, please call 304-315-4716 or email wwildrick@ransonwv.gov

CONTACT INFORMATION

*Please type or print legibly

Name:

Applicant Address:

Phone Home: Cell:

Email address (you must have regular access to email to coordinate meetings):

Name of School or Home School:

Current Grade Level:

Date of Birth:

SHORT ANSWER QUESTIONS

*Please respond to the following questions by either typing or legibly writing in the space below. More space is available on the last page.

List or Describe your School Involvement/Activities

Tell us about yourself—interests, community service/organization involvement, etc.

What Topics Would You Like to See the Ranson Youth Committee Focus On and Why?

Applications can be postmarked by November 27, 2026 or emailed or hand delivered to:

Darla Armstrong, City Clerk

Attn: Youth Advisory Committee

312 South Mildred Street

Ranson, WV 25438

darmstrong@ransonwv.gov

REFERENCES

*Please provide at least 2 references and 1 letter of reference

Name:

Affiliation/Relationship:

Phone:

Email:

Name:

Affiliation/Relationship:

Phone:

Email:

Name:

Affiliation/Relationship:

Phone:

Email:

SIGNATURES

*Please sign and date below. A parent/guardian signature is required.

Applicant Signature

Date

Parent/Guardian Print Name

Parent/Guardian Signature

Phone

Email

Date

If necessary, please use the space below for the short answer questions

CITY OF RANSON, WEST VIRGINIA

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE RANSON MUNICIPAL CODE TO ESTABLISH THE RANSON YOUTH ADVISORY COMMITTEE (RYAC); DEFINING ITS PURPOSE, MEMBERSHIP COMPOSITION, POWERS, DUTIES, AND YOUTH AND MUNICIPAL SAFEGUARDS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Ranson recognizes that the youth of our community represent the future of Ranson and possess valuable insights regarding municipal services, recreation, and community development; and

WHEREAS, fostering early civic awareness, community leadership, and public service opportunities encourages lifelong civic participation; and

WHEREAS, the City Council desires to establish a structured advisory body comprising local high school youth guided and supervised by dedicated adult mentors, including parent representatives tasked with safeguarding youth well-being and the public interest of the City;

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF RANSON, WEST VIRGINIA:

SECTION 1. ESTABLISHMENT AND PURPOSE

There is hereby created and established an advisory body to be known as the **Ranson Youth Advisory Committee (RYAC)**. The purpose of the Committee shall be:

1. To provide the Mayor, City Council, and municipal departments with perspective, counsel, and recommendations on issues affecting youth and families within the City of Ranson.
2. To encourage active civic engagement, public leadership, and volunteerism among local youth.
3. To assist in identifying, evaluating, and developing youth-oriented recreational, educational, and community service initiatives in Ranson.

SECTION 2. COMPOSITION AND ELIGIBILITY

The Committee shall consist of a voting Youth Delegation and an Adult Advisory Board as follows:

1. **Youth Delegates (Voting Members):**
    - The Committee shall consist of not fewer than five (5) and not more than nine (9) high school youth members.
    - Eligible youth must be enrolled in grades 9 through 12 in good academic standing and must either:

        - Reside within the corporate limits of the City of Ranson; or
        - Attend a public or accredited secondary school serving Ranson residents (including Jefferson High School and Washington High School).
    - Youth Delegates shall be appointed by the City Council, following an open application process.
2. **Adult Advisory Board (Non-Voting / Mentorship and Oversight):**
    - The Committee shall be supervised and supported by an Adult Advisory Board of five (5) adult members appointed by the City Council:
        - **One (1) City Liaison:** A member of City Council or designated municipal administrative staff.
        - **One (1) Education Liaison:** A Jefferson County Schools teacher, counselor, or educational administrator.
        - **One (1) Community Advisor:** A local business owner, nonprofit director, or civic leader residing or operating in Jefferson County.
        - **Two (2) Parent Community Representatives:** Residents of the City of Ranson who are parents or legal guardians of school-aged children, specifically appointed pursuant to Section 4 of this Ordinance to protect the interests and safety of the youth and the City.

SECTION 3. TERMS OF APPOINTMENT AND VACANCIES

1. **Youth Delegates:** Appointed for a term of one (1) academic year (August 1 through May 31), eligible for reappointment until graduation from high school.
2. **Adult Advisors:** Appointed for staggered terms of two (2) years. Initial appointments may be for one (1) or two (2) years to establish alternating expiration dates.
3. **Vacancies:** Any vacancy occurring on the Committee shall be filled for the unexpired portion of the term in the same manner as original appointments.

SECTION 4. DUTIES OF PARENT COMMUNITY REPRESENTATIVES; SAFEGUARDS

The two (2) Parent Community Representatives shall hold specific oversight duties regarding youth protection and municipal risk mitigation:

1. **Youth Protection & Well-Being:**
    - Review all proposed youth activities, excursions, and volunteer projects to ensure the physical, emotional, and digital safety of participants.
    - Ensure compliance with established chaperone-to-youth ratios and transportation safety protocols.
    - Facilitate communication and ensure mandatory parental/guardian consent forms are executed prior to student participation in official events.
2. **City Protection & Public Interest:**

- Review planned projects in coordination with the City Liaison to ensure compliance with municipal ordinances, park rules, and property regulations.
- Assist the City in identifying and mitigating potential liability risks associated with public-facing youth committee activities.
- Provide community-level feedback ensuring youth initiatives reflect the broader public interest of Ranson neighborhoods.

SECTION 5. OFFICERS AND INTERNAL ORGANIZATION

1. The Youth Delegation shall annually elect from its membership a **Youth Chair**, **Youth Vice Chair**, and **Secretary**.
2. The City Liaison and one of the Parent Community Representatives shall serve as Adult Co-Facilitators to assist the Youth Chair with agenda preparation and meeting management.
3. The Committee may adopt internal bylaws and operational rules not inconsistent with this Ordinance or general law.

SECTION 6. MEETINGS, RECORDS, AND REPORTING

1. The Committee shall meet at least once monthly during the academic year.
2. Meetings shall be held at Ranson City Hall, the Ranson Civic Center, or another public municipal facility and shall be open to the public in accordance with the West Virginia Open Governmental Meetings Act (W. Va. Code § 6-9A-1 *et seq.*).
3. Minutes of all proceedings shall be maintained and filed with the City Clerk.
4. The Committee shall present a biannual written and oral report on the status of youth initiatives to the Ranson City Council.

SECTION 7. POWERS AND LIMITATIONS

1. The Committee is strictly advisory. It shall not have the authority to bind the City of Ranson to any contract, incur municipal debt, or enact municipal regulations.
2. The Committee may recommend expenditure of funds budgeted by City Council for youth initiatives, subject to standard municipal procurement procedures.

SECTION 8. SEVERABILITY AND EFFECTIVE DATE

1. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions.
2. This Ordinance shall take effect immediately upon final passage and approval.

FIRST READING: _____ SECOND READING & PUBLIC HEARING: _____ PASSED AND ADOPTED THIS _____ DAY OF _____, 20.

_____ Mayor, City of Ranson

ATTEST:

_____ City Clerk

AGENDA ITEM 10

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Discussion of a Proposed Amendment to Chapter 2, Section 28 of the City of Ranson Code of Ordinances to Codify Public Comment Procedures for All City Council, Commission, and Board Meetings

ATTACHMENTS:

Public Comment Ordinance.docx

Sec. 2-28. - Public comment and hearing procedures.

(a)

During meetings of the city council or official public hearings and meetings of other city public bodies ~~where public comment or a public hearing is listed as an agenda item~~, each speaker shall be allotted three minutes of speaking time, unless a majority of the public body present agrees to modify the duration. All comments must be directed to the presiding officer and will be included in the official record of the meeting.

(b)

Citizens wishing to provide public comment during a city council meeting must sign up on the speaker's sign-up list provided by the city prior to the start of the meeting.

(c)

Speakers who have signed up may choose to defer their speaking time to a designated spokesperson representing a group of aligned individuals, provided this intention is communicated before the start of their respective speaking time.

(d)

The presiding officer holds the discretion to enforce time limits, manage the order of speakers, and maintain decorum to ensure an orderly and efficient meeting.

AN ORDINANCE TO AMEND CHAPTER 2, SECTION 28 OF THE CODE OF ORDINANCES OF THE CITY OF RANSON, WEST VIRGINIA, TO CODIFY PUBLIC COMMENT PROCEDURES FOR ALL CITY COUNCIL, COMMISSION, AND BOARD MEETINGS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RANSON, WEST VIRGINIA:

SECTION I. AMENDMENT

Chapter 2, Section 28 (Sec. 2-28) of the Ranson City Code is hereby amended, updated, and re-enacted to read as follows:

Sec. 2-28. - Public comment and hearing procedures.

(a)

During all meetings of the city council or official public hearings and meetings of other city public bodies, a public comment period must be included as an item on the agenda and each speaker shall be allotted three minutes of speaking time, unless a majority of the public body present agrees to modify the duration. All comments must be directed to the presiding officer and will be included in the official record of the meeting.

(b)

Citizens wishing to provide public comment during a city council meeting must sign up on the speaker's sign-up list provided by the city prior to the start of the meeting.

(c)

Speakers who have signed up may choose to defer their speaking time to a designated spokesperson representing a group of aligned individuals, provided this intention is communicated before the start of their respective speaking time.

(d)

The presiding officer holds the discretion to enforce time limits, manage the order of speakers, and maintain decorum to ensure an orderly and efficient meeting.

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: HEPMPO Public Survey

The survey seeks ranking the region's top priority intersections, identifying locations of safety concerns, suggestions and improvement ideas.

The public survey will be open from October 15, 2026 to November 15, 2026. The survey is available online at: https://live.metroquestsurvey.com/?u=ge5q5p#!/.

ATTACHMENTS:

Intersection Survey Graphic.png

SHARE YOUR IDEAS

Take the Survey

Scan the QR Code

Hagerstown Eastern Panhandle MPO

Help us to identify & prioritize intersections in our Region with the greatest potential for safety improvements.

